

City of West St Paul Facility Needs Assessment

City of West St Paul, Minnesota

Architectural Space Program Report

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BKV Group, Inc.

Architecture
Interior Design
Landscape Architecture
Engineering
222 North Second Street
Minneapolis, Minnesota 55401

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Tab I

Executive Summary

BKV Group assisted the City of West St. Paul in doing a needs assessment of the current West St Paul City Hall and Police Department Station facilities to assess the adequacy of the existing space and to determine anticipated space needs for the City Hall and Police Station into the foreseeable future.

Needs Assessment Methodology:

The goal of this needs assessment is to assist the City in determining the appropriate range of space needed for efficient, safe, and responsive facility operations. The following outlines the methodology used in this study to determine space needs:

Space Needs Questionnaires

BKV Group developed questionnaires for completion by City staff, City Council and Police staff and leadership. The questionnaires were focused on understanding current operational considerations, adjacency needs, current and anticipated staffing, job functions, support space requirements, storage and filing needs, as well as general facility operational considerations and needs.

Existing Facility Tours

BKV Group team conducted on-site City Hall and Police Station tours in May and June of 2011. The tours included an inspection of all spaces within the facilities and an overview of physical deficiencies and opportunities inherent in existing facilities and sites.

Key Leadership and Staff Interviews

Following receipt of completed space needs questionnaires, the BKV Group team conducted on-site interviews with City staff and Police leadership staff during June and July of 2011. The on-site interviews were used to review responses to questionnaires and the design team's initial space need projections. Current staffing and operational models were reviewed and potential future operational models were reviewed.

Architectural Space Program

Based on the functional information provided on the space need questionnaires and balanced against common municipal administrative and police facility standards, the BKV Group team developed a preliminary Architectural Space Program outlining in detail the individual spaces required for the City Hall and Police Station. The Architectural Space Program was reviewed in detail in conjunction with the on-site interviews conducted. Following input and review, the Architectural Space Program was finalized and establishes individual space area requirements based on the space diagrams developed for each space. The Architectural space program includes an indication of "Personnel Spaces" which represent work spaces for individual staff (current and projected staff), as well as "Departmental Spaces" which represent supportive spaces such as storage or work rooms which are not assigned as individual work stations. The program indicates total staffing and area required for current 2011 space needs as well as projections for five, ten and fifteen year periods. Each departmental space need is then subtotaled and increased by an "efficiency factor" which is provided to satisfy area requirements for circulation, interior partition thicknesses, etc. The City Hall and Police Station space needs are then summarized with the individual departmental space needs being subtotaled indicating a total City Hall or Police Station Net Square Footage. A final "Building Factor" is added to the Net Square Footage and is intended to provide an allowance for exterior wall construction thickness and area for potential structural components or mechanical/electrical distribution shafts.

Space Standards

Based on the functional information provided on the space need questionnaires and balanced against common municipal administrative and police facility standards, the BKV Group team developed preliminary space diagrams indicating dimensional and functional requirements of all spaces programmed for the City Hall and Police Station. The preliminary space standards were then reviewed in detail with staff and leadership for the City Hall and Police department in conjunction with the on-site interviews conducted. The space standards included within this report were finalized based on facility tours, staff/leadership input, and program finalization. The space standards included in this report are not intended to be a final design for individual spaces, but rather are intended to affirm accuracy of projected square footage required and will form the basis for a detailed design effort following the City of West St. Paul's decision on overall facility implementation.

Overview of Current Space Deficiencies

As often occurs in facilities whose uses have outgrown them, there are a number of space changes which have evolved over the years to fit the available space. By making the appropriate changes there are opportunities to create improvements in operational efficiency, functionality and in the case of the Police Department, reduced safety and security risks.

Current City Hall Space Concerns and Opportunities

The existing City Hall represents the following space deficiencies and operational opportunities:

- The 20 year old outdated and inefficient mechanical system with lack of ability to properly control temperatures and provide adequate air quality.
- The existing mechanical system does not meet current standards for ventilation/indoor air quality and thermal comfort.
- Existing building / spaces lack adequate power and data connections
- The existing building lacks current code required electrical items such as fire alarm annunciators and exit lighting at certain locations.
- The 20 year old built up roofing has reached the end of it's life expectancy and is continuing to leak.
- No roof flashing at critical locations
- Lack of adequate roof insulation
- Exterior windows that are rusted, leaking and are energy inefficient
- Areas of the building including public restrooms do not comply with current code requirements for quantity and accessibility
- Lack of separation and control from public to staff areas
- Inadequate lighting and outdated A/V and controls system in the Council Chambers do not meet current use and broadcast standards
- City Council lacks current technology for public meetings
- Minimal exterior windows require increased lighting levels which increase energy cost
- Inadequate acoustic separation between offices does not provide adequate privacy and sound isolation required for efficiency and privacy matters
- Lack of adequate meeting and training space
- Inadequate central storage area, forcing storage in multiple locations.
- Inadequate filing space, forcing files to be stored in multiple locations, including individual work spaces.

Current Police Station Space Concerns

The police department currently has significant space deficiencies and lack appropriate and required space for current law enforcement operations such as:

- Public is brought into secure areas of the police department due to the lack of public interview rooms
- Inadequate evidence processing and storage areas. The existing area does not comply with Minnesota BCA recommendations. Current physical plant represents potential security risk of critical evidence storage.
- Patrol officers are lacking adequate space for report writing, evidence processing and roll call functions
- City staff access to storage areas through the police department compromise secured PD records and evidence and does not meet MN Bureau of Criminal Apprehension requirements.
- Evidence processing is currently located in the booking area which creates security and operational risk
- No space is available for computer forensics
- Lack of adequate booking and processing areas
- Lack of investigator space
- Inadequate storage and gear areas
- Inadequate space and height is available to meet typical training activities (e.g. "Use of Force" training.)
- No space currently exists in the building that meets the needs of an emergency operation center
- No space is available for reserves and community service officers
- Current squad room serves multiple functions; briefing/conference room, break/lunch room, report writing room, equipment storage, training space, and planning room. This creates conflicts and operational inefficiencies.
- Locker sizes are substandard based on current patrol officer gear requirements.
- Women's locker room layout lacks privacy and allows no space for additional female officers.
- There is no efficient, accessible, and secure space for the MAAG (SWAT) team's gear, weapons, and equipment
- There are few and inadequate meeting/teaming areas available for the police officers.

Summary of Space Needs Findings

Based on the architectural space needs methodology outlined above, this report provides a detailed overview of current and projected space needs for both the City Hall and Police Department. The Architectural Space needs projected are as follows:

City Hall:

2011 Need:	7,583 gross square feet
5 year projection:	7,583 gross square feet
10 year projection:	7,583 gross square feet
15 year projection:	7,583 gross square feet

Police Station:

2011 Need:	14,106 gross square feet
5 year projection:	14,283 gross square feet
10 year projection:	14,471 gross square feet
15 year projection:	14,471 gross square feet

Shared Building Support:

2011 Need:	25,446 gross square feet
5 year projection:	25,446 gross square feet
10 year projection:	25,446 gross square feet
15 year projection:	25,446 gross square feet

Recommendation

In summary we have found that there are a number of maintenance and facility upgrades that should be addressed. And while the City Hall portion of the government center is not anticipating significant staff growth there are a number of issues that should be addressed that would improve the work environment and provide increased operational efficiency for the department.

The police department space is well below the standard requirements for police departments handling the amount of service calls and investigations that the City's department addresses, which is anticipated to increase over time. West St. Paul currently operates within a facility that is approximately 50% the size of other police departments of comparable size throughout Minnesota and on a national average. The lack of appropriate space creates a risk to the staff and the public as a whole.

Based on this Needs Assessment completed by the BKV Group team in conjunction with the support and involvement of the committee and city staff we recommend that the City of West St. Paul proceed with the next steps to investigate meeting the long term needs for the City Hall and Police Station and government campus as a whole. In our opinion option 2, to build a 17,500 GSF new 2 story city hall and remodeling the existing building into a fully functional police department will best serve the long term needs of the City.

In addition we would like to state that while in today's economy it is a difficult decision to commit to moving forward with construction projects, we are seeing construction cost at a 10 year low. Likewise we are seeing interest rates at a 10 year low. In addition construction projects provide stimulus to local businesses.

Tab 2

Facility Audit Report

Summary of Audit of Existing Facility Conditions

The Facility assessment was conducted on May 16, 2011 and during a few subsequent visits in June 2011. The assessment included on-site observation of the existing facilities and is intended to provide an indication of capital maintenance requirements, potential code required upgrades or other building maintenance requirements which should be considered in any building renovation / addition project. The facility assessment is not intended to be exhaustive but rather to assess and highlight the major building deficiencies in four major categories: 1) Functional accommodations, 2) Safety / security of staff and visitors, 3) code related deficiencies, 4) capital maintenance / building envelope. The following information is a summary of the functional, code and energy deficiencies identified within the building.

Preliminary Audit of Existing Conditions

Building for City Hall and Police:

I. Architectural Report

A. Building Description/Overview:

The original City Hall / Police and Fire Department facility was built in 1969. In 1999 a new addition was built for the fire department and a vehicle sally port was added on for the police department. The building sits on a sloped site with the main level at grade and accessible from the west. The structure of the 1969 portion is steel structure bearing on cast in place concrete walls. The building is divided into the following main areas:

- Entry Lobby Area
- City Hall Offices
- City Council Chambers
- Police Department
- Fire Department

The basement which is located under the police department is utilized for city hall and police storage functions. As well as for the police firing range.

Site:

1. Worn and cracked areas in the asphalt parking lot.
2. The majority of the parking area appears to drain but there are some locations where run off is limited.
3. Overflow and main roof drains discharge at some locations adjacent to exterior doors and parking areas, this can create icy conditions and slip risk during cold months.
4. Settled sidewalk locations at fire department door have created a tripping edge.
5. Vehicle maneuvering of the fire department conflicts with the police department sallyport creating a safety risk at times of emergency response.

B. Exterior Enclosure:

1. Single paned window units with storm panes added in 1992, inadequate venting leads to moisture accumulation and rust.
2. Overflow scuppers discharge rainwater over window areas, adding to the development of rust.

3. Miscellaneous locations where exterior window caulking needs to be replaced.
4. Paint finish on exterior frames is cracking and peeling.
5. Exterior windows are non operable units.

C. Roof:

1. The concrete walls around the council chamber area do not have cap flashing and joints are caulked, this has led to joint failures resulting in interior leaks.
2. The built up roof has reached its anticipated 20 year life expectancy. There have been a number of leaks.
3. The mechanical curbs are not properly counter flashed with metal flashing.

D. Interior:

1. Roof leaks have shown up at numerous locations, this is evident from stained ceiling tiles and water stains on interior light lenses.
2. Interior leak in the ceiling of the women's restroom in the basement, this appears to be leaking through the foundation at a conduit penetration.
3. Lack of acoustical treatment and separation in offices and conference rooms.
4. Lack of acoustical treatment and separation between gun range and the adjacent occupied spaces.
5. There is a lack of power and data connections available.
6. Minimal windows on the interior requires higher electrical usage for proper illumination.

E. Structural Report:

1. No significant structural issues were apparent.

F. Preliminary Building Code and ADA Compliance Review:

The preliminary building code and ADA compliance show some deficiencies. Code review is based on the International Building Code (2006 IBC), Minnesota State Building Code (2007 MSBC), and ADA guidelines.

1. Accessible Drinking Fountain Required. Existing one provided does not meet current ADA accessibility requirements.
2. Restrooms
 - a. The majority of the restrooms do not meet ADA accessibility requirements.
 - b. Based on the potential occupancy of the building there does not appear to be adequate plumbing fixtures as required by current code.
 - c. The secured door adjacent to the public restrooms and the police on the east side appears to be a violation of exiting requirements.

II. Mechanical Report

The 1969 original building serves the city hall and police departments. The 1999 addition serves the fire department. The HVAC, Plumbing, and Fire Protection systems for each of the building areas is described below identifying their existing relative condition, use, useful life, capacity for expansion, capacity for improvement/upgrade, and recommendations:

A. Central Heating, Cooling, Ventilation, and Air Conditioning Systems:

1. City Hall:
 - a. In 1991, (3) multi-zone rooftop units were replaced with (7) single-zone RTU's to serve the city hall HVAC (See Photo 3 Attached). The single-zone constant volume units are beyond their useful service life. These units are twined together to serve approximately (4) open office area zones and (3) perimeter zones. The original multi-zone (Nesbit) units served approximately 33 zones.
 - b. Air Distribution: Supply air ductwork has wrapped insulation. The return duct has lined insulation. The ceiling is plenum return.
 - i) The internally insulated roof mounted ductwork shows signs of leakage. The exposed ductwork did not appear to have caulked and sealed corner seams. The exposed ductwork is also a source for heat loss/gain and additional energy use. (See photos 9 and 12 attached).
 - ii) The current air flow systems are not balanced.
 - c. Ventilation system indoor air quality capability: The existing multi-zone ventilation air quantity was originally designed for ventilation rates which are below current ventilation standards. Improved indoor air quality can be accomplished by improved filtration, and upgrade to current ASHRAE standard 62.1 ventilation standard.
 - d. Space Comfort:
 - i) Many offices do not maintain space comfort in both the summer and winter. The board room space temperature is difficult to control.
 - ii) Several linear diffusers located at the perimeter wall are drafty and office occupants have insulation/foam stuffed in the diffusers to reduce the drafty air flow across the 12" poured concrete un-insulated wall. (See photo 13).
 - iii) The open office space thermostats are located in the ceiling plenum, 10'-0" AFF (See photo 15 Attached). The thermostat locations make it difficult to control to the occupied space temperature setpoint.
 - e. Rooftop unit Supports: The existing roof top units are supported on 4x4 wood timber supports bridging across the roof curbs (See Photo 10 Attached). These wood supports are sagging and a cause for water ponding and leaks on the roof curb caps.
 - f. HVAC system capacity: At the limit of capacity for the area served.
 - g. HVAC Automation and Temperature Control: Antiquated HVAC controller (See Photo 14).

- h. Expansion capacity of the existing HVAC system: The existing rooftop unit is not capable of zoned or capacity expansion. The number of thermostatic zones cannot be expanded (See Photo 7 Attached).
 - i. Commissioning Opportunities to improve service: The existing rooftop unit is beyond its service life and would not appreciably benefit from commissioning.
2. Police Department:
- a. Multi-zone (Nesbit Unit) serves the police department heating and cooling zone demand. The multi zone constant volume air unit is beyond its service life. An air conditioning compressor has been recently replaced. (See Photos 4 and 6).
 - b. Two rooftop units were added in 1999. RTU-5 and RTU-6. RTU-5 serves the Command Center P132. RTU-6 serves the booking area P136. These rooftop units were added to expand the police area thermostatic zones. The existing Multi-zone (Nesbit Unit) does not have the capacity for future expansion. (See photo 5).
 - c. Air Distribution: Supply air ductwork has wrapped insulation. The return has lined insulation. The ceiling is plenum return.
 - i) The internally insulated roof mounted ductwork shows signs of leakage (See Photo 12). The exposed ductwork did not appear to have caulked and sealed corner seams. The exposed ductwork is also a source for heat loss/gain and additional energy use.
 - ii) The current air flow systems are not balanced causing uneven air temperatures with areas of hot and cold throughout the facility.
 - d. Ventilation system indoor air quality capability: The existing multi-zone ventilation air quantity was originally designed for ventilation rates which are below current ventilation standards. Improved indoor air quality can be accomplished by improved filtration, and upgrade to current ASHRAE standard 62.1 ventilation standard.
 - i) The locker room P114 does not appear to have exhaust as recommended by ASHRAE standards.
 - e. Space Comfort:
 - i) There are approximately 10 thermostatic zones of comfort control in the police and office areas. Space temperature comfort control does not appear adequate in several areas:
 - 1. Evidence (P147), Booking(P136, P146), Interview room(P137) are on one thermostat. The equipment in the evidence processing room warrants a separate thermostat zone.
 - 2. The patrol Briefing room thermostat also controls the interview and interview sergeant room. These rooms warrant separate temperature zones.
 - 3. Secretary/reception(P120), police chief (P128), copy(P129), storage(P134), and supply rooms(P130) are on one thermostat zone and appear to justify some additional separation of thermostat zones.

- ii) Several linear diffusers located at the perimeter wall are drafty and office occupants have insulation/foam stuffed in the diffusers to reduce the drafty air flow across the 12" poured concrete un-insulated wall.
 - f. The open office space thermostats are located in the ceiling plenum, 10'-0" AFF. The thermostat locations make it difficult to control to the occupied space temperature set point (See photo 15).
 - g. HVAC system Capacity: At the limit of capacity for the area served.
 - h. HVAC Automation and Temperature Control: Antiquated HVAC controller. The rooftop unit controller requires hands on control and frequent attention by the building facilities maintenance personnel. The existing controller is inefficient in both energy and maintenance service time. (See photo 14).
 - i. Expansion capacity of existing HVAC systems: The existing rooftop unit is not capable of zone or capacity expansion. The number of thermostatic zones cannot be expanded by the current rooftop multi-zone (Nezbit) unit.
 - j. Commissioning Opportunities to improve service: The existing rooftop unit is beyond it's service life and would not appreciably benefit from commissioning.
3. Fire Station:
- a. Rooftop units were added in 1999 to serve the fire station. The rooftop units are in good working condition. The rooftop units are constant air supply volume and have a few years left compared to their service life of approximately 15 years.
 - i) RTU-1: Serves the main level sleeping quarters. There is no individual thermostat control of the sleeping rooms. Several sleeping rooms include plug-in humidifiers and unit heaters.
 - ii) RTU-2: Serves the Kitchen, Corridor, and Lounge area. Thermostat located in the lounge.
 - iii) RTU-3: Serves the Offices, Lobby, Reception, Work Room. A single thermostat serves the interior and exterior zones. The thermostat is located at the exterior office.
 - iv) Fire Truck Vehicle Bays:
 - 1. Garage exhaust and make up air units:
 - a. Garage exhaust appears adequate. Additional CO and NOX control strategies could reduce energy use.
 - 2. Garage radiant tube heaters:
 - a. Existing radiant tube heaters appear in good working order. Energy efficient.
 - b. The supply ductwork has wrapped insulation. The return ductwork is lined with insulation. The ceiling is plenum return.

- c. HVAC Automation and Temperature Control:
 - i) The rooftop units are controlled by wall mounted thermostats. The wall mounted thermostats are not very user friendly.
- d. Humidity Control: There is not humidity control. Self contained humidifiers are plugged into several sleeping rooms.
- e. HVAC systems Capacity: The existing systems are not capable of building expansion or thermostatic zone control expansion.
- f. Commissioning Opportunities to improve service: Commissioning of the existing rooftop units may provide improved system operation and energy performance.

2. HVAC Needs Assessment Recommendations:

- a. Recommendations:
 - i) The City Hall and Police Station constant volume air system could be improved by replacing with a more energy efficient HVAC system using current high-efficiency practices and high-efficiency manufactured equipment. As much as 40% + energy savings could be realized from replacement of the existing to new HVAC systems.
 - ii) Upgrade to a Variable Air Volume system or Ground Source Heat Pump System or other variable energy demand delivery HVAC system will make it possible for improved indoor air quality, improved thermostatic zone control, improved comfort control, improved building HVAC control and associated energy use tracking and control, and reduced maintenance costs.
 - iii) Upgrade the HVAC system and controls to provide zone control as needed by the current occupant space layout and space temperature zone preferences.
 - iv) The supply ductwork located inside the building is in good condition. The return ductwork includes lined duct insulation, which is generally avoided by current design practices to improve indoor air quality.
 - v) The existing ductwork generally will not accommodate HVAC system changes to high efficient systems.
 - vi) Duct pressure testing for new duct installations can help to minimize duct leakage and improve energy use.
 - vii) The exposed rooftop ductwork is a source for possible moisture, possible mold, and energy loss.
 - viii) Comfort Control: The thermostats should be located typically 54" AFF for accurate space temperature and comfort control.
 - ix) Commissioning: Commission the new HVAC systems for improved energy performance.
- b. Fire Station:
 - i) The existing rooftop units and HVAC systems appear to be in good working order. Replacement is recommended where extensive space remodel or space

- use reconfiguration is necessary. Owner request for improved energy efficiency might also justify system HVAC upgrades.
 - ii) The sleeping quarters could benefit from improved temperature control systems. Control and equipment components are available to offer individual space temperature and comfort control. Additional space temp control might also improve RTU-1 energy control and use.
 - iii) Upgrade to a Variable Air Volume system or Ground Source Heat Pump System or other variable energy demand delivery HVAC system will make it possible for improved indoor air quality, improved thermostatic zone control, improved comfort control, improved building HVAC control and associated energy use tracking and control, and reduced maintenance costs.
 - iv) Upgrade the HVAC system to provide zone control as needed by the current occupant space layout and space temperature zone preferences.
- c. Include Heat Recovery systems for space demand ventilation and control. Use occupancy sensors to control ventilation to rooms.
 - i) Use CO2 sensors to control demand ventilation for large conference rooms or other intermittent high occupant use rooms.
 - ii) Automatic control of ventilation demand at out door air handling unit.
 - d. Improve outdoor air handling unit filtration for improved indoor air quality.
 - e. Trend log building HVAC systems for improved systems operation.
 - f. Replace the City Hall, Police, and Fire Station building HVAC automation systems for improved energy efficiency and user control.

III. Plumbing Report

A. Water service quality supply:

1. Service:

- a. The main 3" domestic water service is located in the basement storage area of the police department and appears to be adequate for the existing plumbing fixture demands. The domestic water service appears to have adequate capacity for some limited plumbing fixture expansion.
- b. Water Pressure: The domestic water pressure appears adequate for the two story buildings.

2. Site Mechanical:

- a. Water Supply: 3" existing underground water service from original 1969 building and the 1999 Fire Station addition.
- b. Sanitary Sewer: Existing 6" sanitary sewer serves the original 1969 building sewer and the 1999 Fire Station addition. 6" PVC was extended to the 8" sewer in Humbolt Avenue.
- c. Storm Sewer: No underground building storm sewer system.

- d. Gas Supply: 4" gas service extends from the gas meter located on the building south end for the fire station into the building up through the roof to the rooftop equipment and back down through the roof to the indoor gas fired equipment.
3. Plumbing Fixtures:
 - a. The plumbing fixtures appeared well maintained and in good working order. Low flow aerators could be added to sink faucets to reduce domestic water usage and also to reduce hot water demand. 80% Lavatory faucet demand reduction potential and hot water demand reduction potential.
 - b. Low flow shower heads could be added to reduce water demand and hot water demand. 30% water reduction and hot water demand potential.
 - c. Add battery and sensor operated flush valves on toilets and urinals.
 4. Plumbing:
 - a. Water softener: Water softener did not appear to be installed. The local water supply appears to be adequate without additional water softening required. Plumbing fixtures did not appear to show rust staining or other signs typical of water hardness or poor water quality.
 - b. Gas Water Heaters:
 - i) Water heater located in the Drying Room F152. Serves the Police Station domestic hot water demand: A.O. Smith model BTP-140-199, 199,000 BTUH input, 140 gallon, 115V/1ph, 5.8 amps. Water heater appears to be in good working order and is near the later years of a typical water heaters service life.
 1. Serviceability: Water heater is generally very serviceable via access through double doors to the fire truck vehicle parking garage.
 2. Expansion Opportunities: The water heater capacity is adequate for the current fixture demand and some limited future expansion.
 3. The water heater has been well maintain, but appears to be near the end of it's service life. The water heater efficiency is very low (80%) compared to current available models of 95%+ efficiency.
 4. Water heater size could be reduced to more closely match the hot water demand.
 - ii) Water heater located in the basement mechanical room FB102 Mech/Elect: Water heater serves the Fire Station and 1999 addition. The water heater appears to be approximately 12 years old and in good working order. The water heater is near the later years of a typical water heater service life.
 1. Combustion air louver serves both the outdoor combustion air for the water heater and the intake fresh air for the furnace serving the basement weight room. The combustion air damper is interlocked with the water heater operation. Improved separation between the furnace fresh air and the water heater intake combustion air is recommended where remodel conditions permit.

2. Serviceability: The water heater location is generally accessible through the adjacent weight room to the rear of the building.
3. Expansion Opportunities: The water heater capacity is near its capacity for the current fixture demand with limited capacity for future expansion.
4. Low flow hot water plumbing fixtures could help reduce the domestic hot water demand.
5. Roof Drainage:
 - a. Condition:
 - 1969 Building:
 - i) The building roof drainage includes primary roof drains extending to daylight to the building exterior and then under the sidewalks (See Photo 1 and 2). The storm water drainage spills onto the parking areas and then to the area storm water system. Ice conditions exist in the winter near the storm drain sidewalk outlets.
 - ii) The roof overflow is accommodated by overflow scuppers.
 - iii) The building entrance canopy does not have overflow capability and does not appear to be code compliant.
 - iv) Several roof slope conditions appear to exist where the vertical distance between the primary roof drain and the overflow exceed 2", which exceeds current codes (See Photo 11)
 - 1999 Building Addition (Fire Station):
 - i) The building addition is served by primary (daylight) roof drains with overflow scuppers. Roof drainage extends to the parking area. Ice conditions exist from the winter roof drainage.
6. Roof drain extensions at the south of the fire station office have been added to carry the rain water away from the building foundation and onto the parking areas. Ice conditions occur in the winter.
7. Gas Supply:
 - b. The gas service is located at the south end of the fire station office. Gas service extends through the fire station and police to serve all City Hall, Police, and Fire stations HVAC gas fired equipment and domestic water heaters.
 - ii) Rooftop gas piping: Gas piping painting and pipe protection in process. Portions of the piping are painted red and others painted yellow, and other areas remain unpainted.

IV. Fire Protection Report

A. Fire Protection:

1. The fire assembly is located in the Police station basement storage room.
2. The city hall, police station, and fire station are all served by area wet pipe sprinkler heads. Wet pipe sprinkler system serves the entire building.

- B. Smoke Detection: Smoke detectors are located in the sleeping rooms of the fire department.

V. Electrical Report

Narrative of System in place, size, type, and useful life remaining for each major element

A. Electrical Service System

1. The existing electrical service consist of a 1600A, 120/208V, 3 phase, 4 wire Siemens fusible switchboard and breaker panels in the 1999 fire department addition. This system back-feeds the original 1200A, 120/208V, 3 phase, 4 wire GE AV-Line fusible switchboard and breaker panels in the 1968 municipal/police building.
2. The Siemens switchboard has a spare 200A switch and space for at least (2) additional switches. Equipment servicing parts are readily available.
3. The Siemens panels are primarily 200A, 120/208V, 3 phase, 4 wire Sentron panels with plenty of spare breakers. Equipment servicing parts are readily available.
4. The GE switchboard is rated at 1200A but is protected at 600A in the new Siemens switchboard. Equipment servicing parts are available.
5. The GE panels are primarily 200A, 120/208V, 3 phase, 4 wire A Series II panels with plenty of spare breakers. Equipment servicing parts are available.
6. Based on Xcel utility load information, the 500kVA transformer only has 210kVA of load.
 - a. System Expansion Opportunity
 - (i) The transformer is not fully loaded allowing some capacity for building expansion.
 - (ii) The 1999 electrical room doubles as an exercise room. There is ample space for new panels but will require elimination/relocation of fitness equipment. The 1968 electrical room has space for a few new panels. Additional space can be achieved by demolishing some existing panels that are abandoned in place.
 - (iii) There are no elevators serving either electrical room. Any new equipment will need to be moved using stairs.

B. Emergency Power and Lighting

1. Emergency Power

- a. There is an existing 130kVA Generac diesel generator that is connected to one 400A Zenith automatic transfer switch (ATS). The ATS is connected to emergency panels located in both the fire department addition and the municipal/police building. The emergency panels feed certain receptacles and critical equipment like the 911 radios and IT/computer loads. It also feeds lighting but only in the police and fire building.
- b. According to a load analysis performed when adding a rooftop unit was explored, the generator is minimally loaded at 18kW.

- c. There is an existing 40kVA MGE Comet UPS that feeds panels serving IT, booking and evidence room equipment. According to IT staff, the UPS is only loaded at 4%.
- d. There is an additional UPS located in the basement telecomm room. However it has been taken out of service due to its old age.

2. Emergency & Egress Lighting

- a. Most exit signs are LED type and are connected to the emergency generator. There are some exits in the municipal/police portion that are inefficient incandescent lamps. These should be replaced with high-efficiency LED lamps.
- b. In the police and fire buildings, the majority of light fixtures are connected to the emergency generator. Exceptions are every other fixture down corridors and lounges/storage rooms.
- c. In the municipal portion, emergency lighting is provided by "bug-eye" battery fixtures of different brands.
- d. Noted code violations:
 - 1. No exterior egress lighting is provided.
 - 2. The egress lighting should be separated from the critical equipment with another transfer switch. Additional panels and modification to the existing electrical system will be required.
 - 3. The stairs to the basement have wall-mounted fixtures controlled by occupancy sensors. Per code, stairs need to be lit 24/7.

3. Recommendations

- a. In the stairs to the basement, to achieve desired energy savings and meet code, there are 3-lamp fixtures with integral occupancy sensors available. One lamp is a low wattage fluorescent that is on 24/7. The other two lamps only come on when motion is detected.
- b. Per code, emergency lighting needs to be separated from all other loads. If extensive remodeling or an addition is executed, a new ATS, new panels and a new output generator breaker serving only lighting will be required. Further investigation will be needed to determine if the existing generator can be modified or if it should be replaced with a new generator.
- c. If a second ATS is ever provided, the lighting in the municipal portion should be added to the generator to eliminate maintenance of "bug-eye" battery fixtures.

C. Quality of Light Levels and Fixtures

- 1. Fixtures in occupied areas are typically recessed lay-in or parabolic fluorescent, surface troffers and industrial strip fluorescents. Fixtures in unoccupied areas are typically industrial strip fluorescents.
- 2. Interior lamps are mainly screw-in compact fluorescent and 4-foot T8 fluorescent. The entire building has been retrofitted with energy savings 25W T8 lamps with electronic ballasts. Due to this retrofit, lamps are lasting longer and the watts/SF is much lower.

3. Light levels throughout building interior are adequate. However, due to the dark finishes in the municipal/police lobby, light levels appear lower than they are.
4. There is very little natural daylight due to the building design resulting in a poor work environment. Staff notes that while the new T8 lamps give a more pleasing light, there are not enough windows. For example, in the municipal office area there are only three windows, all of which are located away from workstations.
5. City council chambers are used for television broadcast of council meetings. Existing lighting is adequate for public television purposes. They consist of low voltage track at the council tables and industrial strip fixtures for general room lighting. The strip lights and track are controlled by a standard toggle switch each.
6. The majority of rooms were bi-leveled controlled with standard toggle switches. Lots of these rooms (mostly offices) are unoccupied for lengths of time but lights are left on.
7. Downlights have been retrofitted with screw-in compact fluorescent lamps. Some of these lamps hang down below the ceiling to allow for adjustability.
8. The lighting in the municipal offices consists of industrial strips behind large sheets of acrylic lens. These lens are cracking and don't fit well with each other resulting in large gaps. Maintenance of fixtures located near walls is difficult due to the tight install space. The fixtures are controlled by a low-voltage GE RR7 relay system. The relays are expensive to replace.
9. The municipal conference room lights are controlled by a pull chain. It is difficult to find at times and should be replaced with an occupancy sensor.
10. Recommendations
 - a. Offices, restrooms, storage and similar spaces would benefit greatly from occupancy sensors control of lights. It would greatly extend lamp life and reduce energy consumption. Since most of these rooms are currently bi-level switched, a bi-level occupancy sensor would be easy to implement and offer further energy savings.
 - b. All downlights should be replaced with new fluorescent or LED versions. Screw-in LED modules are also available if the downlights are to remain. The modules come with a 5 year warranty and offer the energy savings of a high-efficiency light source.
 - c. The municipal lighting should be replaced with new direct/indirect pendant fixtures. The tall ceiling height would permit the install of such fixtures and allow for easier maintenance.
 - d. Add more natural daylight via windows or skylights to help reduce energy demands.

D. Quality of Power and Receptacle Systems

1. Power quality has been reliable and clean.

2. In the municipal/police portion, there is a lack of receptacles. Plug mold and multi-outlet power strips are used extensively to get power in the correct locations.
 - a. In the kitchenette, there is a limited amount of above counter receptacles for the small appliances. The appliances and vending machine are plugged into one multi-outlet power strip. This is a potential safety hazard,
 - b. Private offices don't have enough receptacles requiring staff to use multi-outlet power strips.
3. Microwaves in the municipal kitchenette are on the same circuit causing nuisance trips.
4. The municipal open office area has a walker duct to provide power and data. Locations of outlets are fixed and adding new ones are difficult.
5. Noted Code Violations
 - a. Vending machines are not on GFI receptacle. Placing these on a dedicated circuit would also be advisable to prevent nuisance tripping.
 - b. Some receptacles mounted within 6ft of sinks are not GFI.
6. Recommendations
 - a. Additional receptacles or plug mold should be provided where required.
- E. Building Fire Alarm Systems
 1. There is an existing Simplex 4020 addressable fire alarm control panel with a Silent Knight dialer installed during the 1999 addition. The panel has capacity for additional devices.
 2. Strobes are provided everywhere in the building except for the municipal portion where it was allowed to be grandfathered. The only strobe in this portion of the building is located in the lobby.
 3. Recommendations
 - a. If extensive remodeling occurs in the municipal portion, strobes will be required.
- F. Building Security Systems
 1. There is a card reader system to access some secured interior doors.
 2. Most exterior doors do not have card reader access. However most have a door contact.
 3. There are security cameras for critical interior spaces like booking and interview room.
 4. Recommendations
 - a. There are no exterior cameras or cameras aimed at exterior doors. Adding these and access controls to exterior doors should be investigated.
- G. Data and Cable Infrastructure
 1. In the municipal/police portion, there is a lack of outlets. Plug mold is used extensively to get voice/data in the correct locations.
 2. The data and cable infrastructure performs well and has no known issues.
- H. Building Communications Systems
 1. There is a building wide paging system accessible from any telephone.
 - a. Exterior Building Lighting

1. Building-mounted exterior lighting consists of HPS wallpacks above doors and metal halide downlights recessed in canopies. The wallpacks are not gasketed properly. This has allowed water to cause nuisance tripping of the breakers and dead bugs to collect behind the lens. In addition, the finish is peeling allowing corrosion to occur.
 2. The downlights and wallpacks are connected to one of four time clocks. Synchronizing the lights with the seasons requires reprogramming each time clock.
 3. Recommendations
 - a. The wallpacks and downlights should be replaced with new ones that incorporate a quartz restrike lamp. This would allow the fixtures to be used for emergency operations.
- I. Exterior Site Lighting & Power
1. The light poles are metal halide fixtures. They are connected with direct buried UF cabling. The shrink wrap used for the cabling splices are failing allowing water to cause nuisance tripping of the breakers.
 2. The poles head have been replaced once and are in good physical condition. The only issue is the gasketing which is deteriorating allowing water to seep into the head.
 3. Light poles have their own photocell for on-off control.
 4. There were pole mounted fixtures along the north side of the building to wall-wash the building exterior. These fixtures have been removed with the poles still remaining.
 5. The bollards at the east side of the building have bugs inside the lens but are otherwise ok. They are connected to the time clocks.
 6. The stalls along the south side parking have bollard mounted receptacles. The bollards are rusting and are too short allowing vehicles to damage them.
 7. Recommendations
 - a. Provide new gasketing for pole light heads. Coordinate with manufacturer on how to properly maintain these and when they should be replaced to avoid water damage to fixture heads.
 - b. Bollard mounted receptacles along the south side parking should be installed on taller posts like the ones near the main entrances. This would increase driver visibility.
 - c. Bollard mounted receptacles should be provided for the west side parking (along Humbolt Ave). Police vehicles parked here have no access to power.

1. ARCHITECTURAL



Photo 1 – Worn & cracked paving



Photo 2 –Tripping edges at settled sidewalks



Photo 3 – original 1969 now thermally broken, single glassed frame



Photo 4 –Lack of appropriate roof flashing



Photo 5 –Lack of adequate drainage



Photo 6 –No flashing on parapet



Photo 7 – Restroom not ADA complaint



Photo 8 – Toilet Stall does not meet ADA requirements



Photo 9 – Small interview room



Photo 10 – Stained ceiling tile from roof leaks



Photo11 – Cramped booking area adjacent to entry room

2. MECHANICAL



Photo 1 – Roof Drain extensions to Parking.



Photo 2 – Above Grade Roof Drain extension to Parking.



Photo 3 – City Hall Rooftop mechanical equipment



Photo 4 – Police Station Multizone Air Handling Unit – Repair Service. Compressor Replacement Service.



Photo 5 – Police Station – Nesbit Multizone Rooftop Air Handling Unit.



Photo 6 – Police Station – Nexbit Multizone Compressor Replacement.



Photo 7 – Multizone AHU control dampers. Fixed Open.



Photo 8 – Multizone unit ductwork.



Photo 9 – Multizone Exposed Ductwork.



Photo 10 – Rooftop Unit Curb – Wood Rails, and Water Ponding.



Photo 11 – Roof Drain



Photo 12 – Rooftop Unit – Un-insulated Flex Connection, Duct Seam Caulking.



Photo 13 – Diffuser Performance. Insulation stuffed in drafty diffuser.



Photo 14 – Antiquated Building Automation Controls. Note: Office – Council manual control switch.

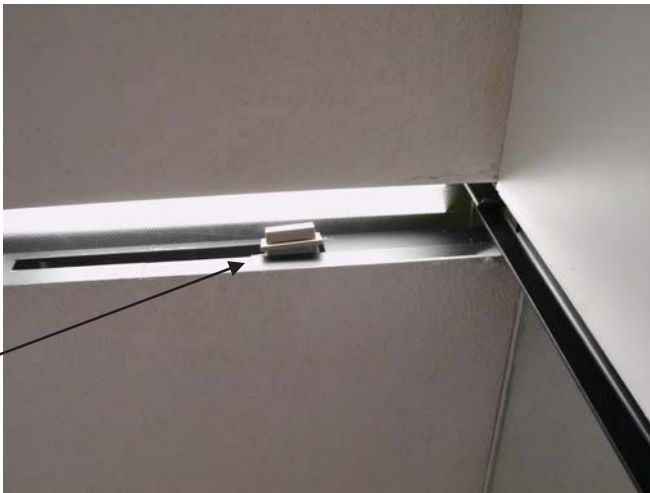


Photo 15 – City Hall Open Office: Ceiling Mounted Thermostatic Controller.



Photo 16 – Thermostat Controller.

3. ELECTRICAL



Photo 1 – No exterior light or emergency light at exit door.



Photo 2 – Building wallpack starting to rust. Gasketing is poor allowing bugs to collect inside the fixture.



Photo 3 – Exterior GFI receptacles mounted on bollard. Bollard is too short allowing for vehicle damage and being concealed by snow.



Photo 4 – 1999 electrical room shared with fitness equipment.



Photo 5 – Existing downlights retrofitted with screw-in compact fluorescents.



Photo 6 – Small appliances plugged into one multi-outlet surge suppressor in the municipal kitchenette.



Photo 7 – Existing lights in municipal office area.



Photo 8 – Typical use of wiremold due to building construction and design elements such as this unused jury box.

Tab 3

Program Summary

The Space Analysis Form which follows shows the total estimated square footage required for both the City Hall and the Police department facilities.

SUMMARY TOTALS

Q:\PROJ\1848.01\pro\1848-01-program-draft

COMM.#: 1848.01

24

Tab 4

City Hall Architectural Space Program & Standards

The following spreadsheets outline the programmed building area requirements for City Hall and all of its departments in detail. The programmed area indicated for each space is based on area calculations related to the Space Standard diagrams included in this report.

The following diagrams illustrate the space needs for City Hall and all of its departments. The diagrams are not intended to be final designs, but are instead provided to identify functional requirements and to determine usable square footage requirements accurately. The areas represented by these Space Standards are used in the area calculations provided within this report.

City of West St. Paul, MN			SPACE ANALYSIS FORM								SUMMARY TOTALS					
Program			Q:\PROJ\1848.01\pro\1848-01-program-draft												COMM.#: 1848.01	
SPACE NEEDS PROGRAM			BKV GROUP													
SPACE SHEET CODE	DEPARTMENT:	ADMINISTRATION	TOTAL PERSONNEL SPACES REQ'D				PROG. SF UNIT	USABLE AREA REQUIRED				COMMENTS				
			2011	5-YR.	10-YR.	15-YR.		2011 PROPOSED	5-YR. PROJECTED	10-YR. PROJECTED	15-YR. PROJECTED					
Personnel Spaces																
O-216	City Manager- John Remkus		1	1	1	1	216	216	216	216	216	216	meet space in office-4-6 person			
W-64	City Clerk- Sharon Newhouse		1	1	1	1	64	64	64	64	64	64	(2) 5 dr lats- admin assistant to John meeting space- 4 person			
O-144	Asst. City Mgr/HR Director- Sherrie Le		1	1	1	1	144	144	144	144	144	144				
O-120	Future HR Representative		1	1	1	1	120	120	120	120	120	120				
W-64	Deputy Clerk/Licensing Specialist- Rita Dolan		1	1	1	1	64	64	64	64	64	64	(1) 5 dr lat, (1) 4 dr lat, (3) 2 dr verts -assist			
W-64	Future Communications Specialist	-	1	1	1	1	64	64	64	64	64	64				
	Lead Golf Course Attendant- Mike Osborne (1	1	1	1	-	-	-	-	-	-	not on site			
	League Manager- Abigail Lowary (PT)		1	1	1	1	-	-	-	-	-	-	not on site			
	Clubhouse Attendant- Phil Jorgenson (PT)		1	1	1	1	-	-	-	-	-	-	not on site			
	Clubhouse Attendant- Cole Hawkins (PT)		1	1	1	1	-	-	-	-	-	-	not on site			
	Clubhouse Attendant- Shannon Barr (PT)		1	1	1	1	-	-	-	-	-	-	not on site			
	Clubhouse Attendant- Meghan Parker (PT)		1	1	1	1	-	-	-	-	-	-	not on site			
	Golf Course Supt- Jerry Murphy (contracted)		1	1	1	1	-	-	-	-	-	-	not on site			
Subtotal, Personnel Spaces			12	13	13	13		608	672	672	672	672				
Departmental Spaces																
	Central Copy/Mail/supply Room		1	1	1	1	-	-	-	-	-	-	See bldg support			
C-120	Conference Room		1	1	1	1	120	120	120	120	120	120	See bldg support			
R-88	HR File Room		1	1	1	1	88	88	88	88	88	88	(4) 4 dr lat files plus banker box storage - cl			
R-150	Election Equipment Storage		1	1	1	1	150	150	150	150	150	150	10 x 15 area in basement (CURRENTLY)			
A-126	Common File Area		1	1	1	1	126	126	126	126	126	126	(8) 3 dr lats			
Subtotal, Departmental Spaces			4	4	4	4		484	484	484	484	484	*Sharron & Rita share files- should be by th			
TOTAL SPACES:			16	17	17	17										
Total Net SF								1,092	1,156	1,156	1,156	1,156				
Efficiency Factor							25%	364	385	385	385	385				
TOTAL PROPOSED USABLE SF								1,456	1,541	1,541	1,541	1,541				
TOTAL EXISTING USABLE SF																
DIFFERENCE								(1,456)	(1,541)	(1,541)	(1,541)	(1,541)				

INDIVIDUAL WORKSPACE PROGRAMMING FORM



Architecture
Interior Design
Engineering

Boorman
Kroos
Vogel
Group
Inc.

222 North Second Street
Minneapolis, MN 55401
Telephone: 612.339.3752
Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

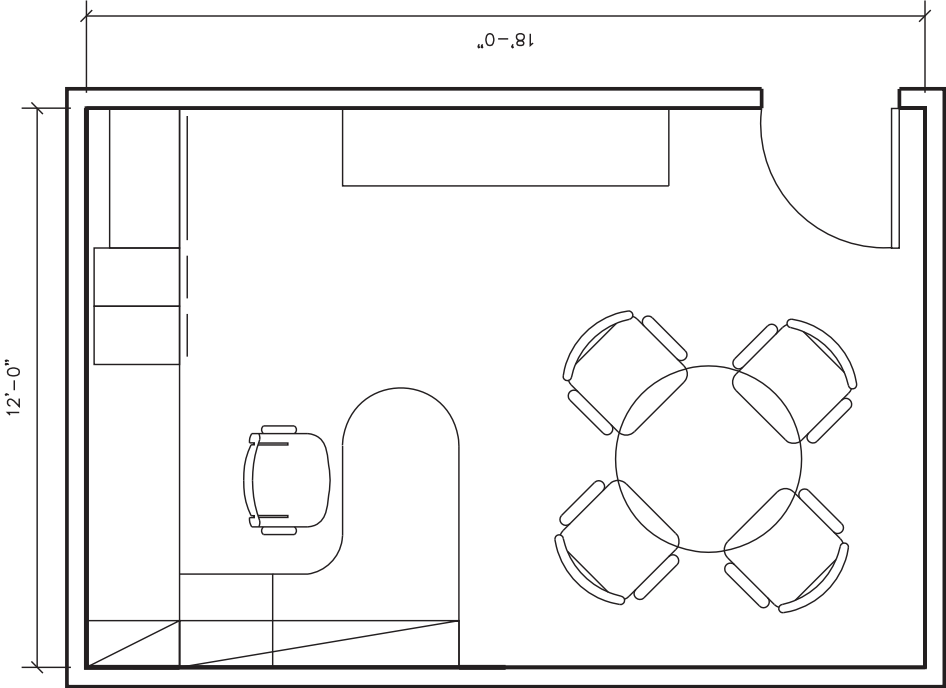
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	ADMINISTRATION
SPACE TYPE	PRIVATE OFFICE
AREA REQUIRED	216 SF
SHEET TITLE	0-216

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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

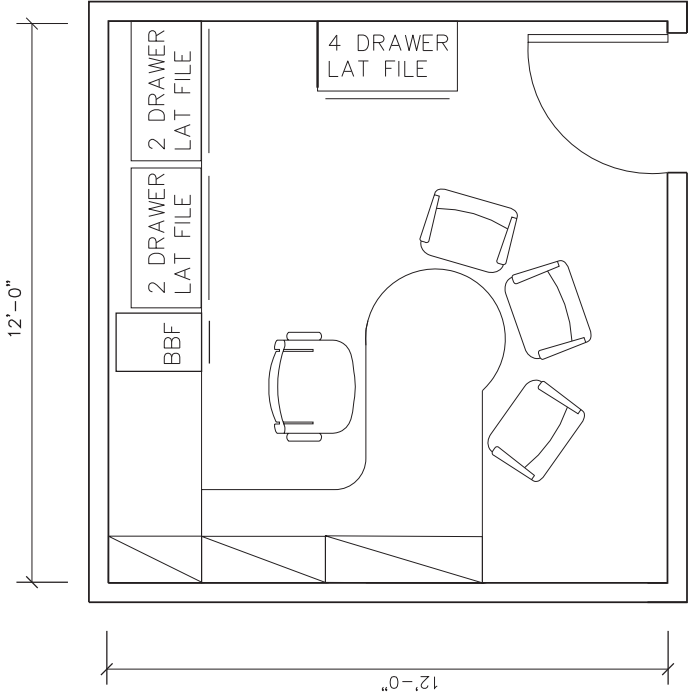
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- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	ADMINISTRATION
SPACE TYPE	PRIVATE OFFICE
AREA REQUIRED	144 SF
SHEET TITLE	O-144

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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

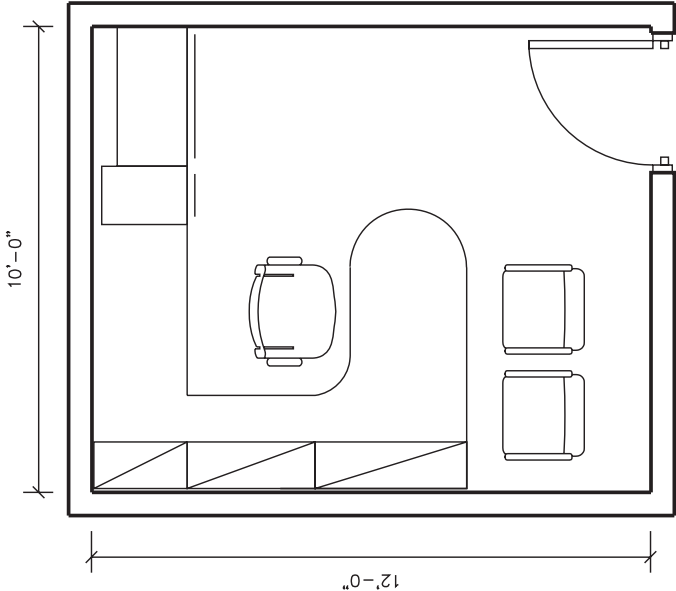
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- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
- ☐
- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	ADMINISTRATION
SPACE TYPE	PRIVATE OFFICE
AREA REQUIRED	120 SF
SHEET TITLE	O-120

INDIVIDUAL WORKSPACE PROGRAMMING FORM



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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

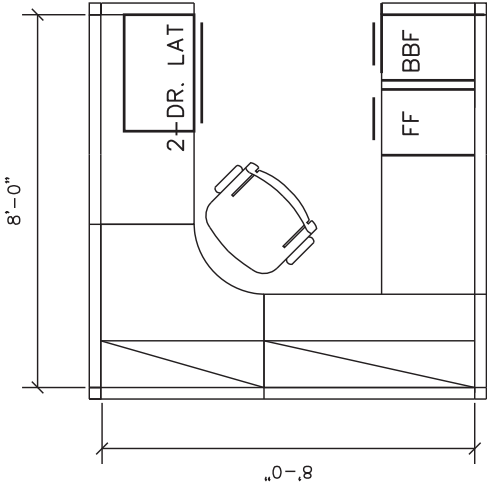
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- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
- ☐
- ☐
- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	ADMINISTRATION
SPACE TYPE	WORKSTATION
AREA REQUIRED	64 SF
SHEET TITLE	W-64

SUPPORT SPACE PROGRAMMING FORM



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Facsimile: 612.339.6212
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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

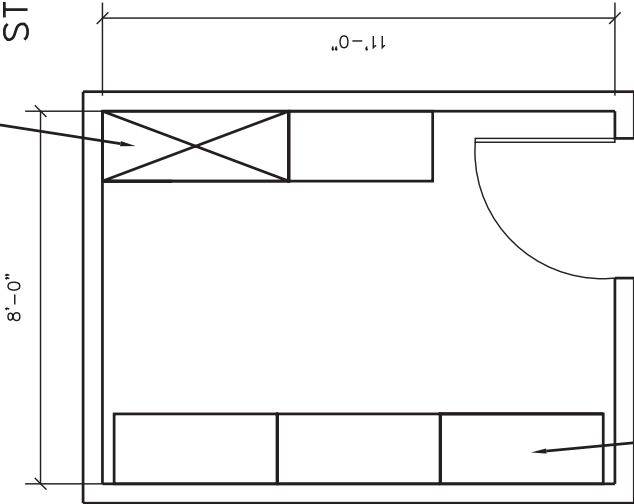
SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW

18" DEEP OPEN
METAL SHELVING
FOR BANKER BOX
STORAGE

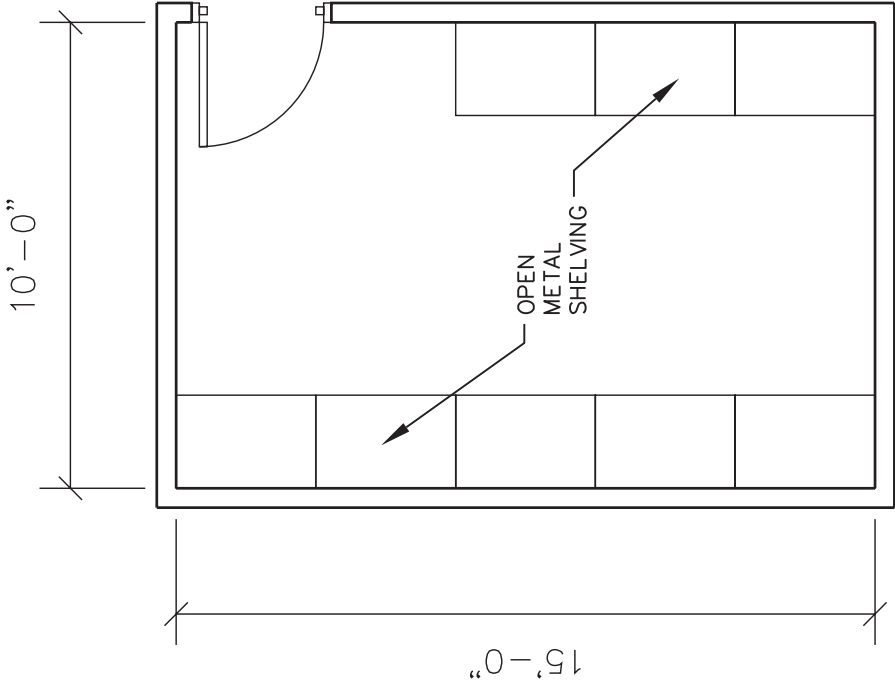


SCALE: 1/4"=1'-0"

DEPARTMENT	ADMINISTRATION
SPACE TYPE	HR FILE ROOM
AREA REQUIRED	88 SF
SHEET TITLE	R-88

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SUPPORT SPACE PROGRAMMING FORM



SCALE: 1/4"=1'-0"



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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW

DEPARTMENT	ADMINISTRATION
SPACE TYPE	ELECTIONS STORAGE
AREA REQUIRED	150 SF
SHEET TITLE	R-150

SUPPORT SPACE PROGRAMMING FORM



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Engineering

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222 North Second Street
Minneapolis, MN 55401
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Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

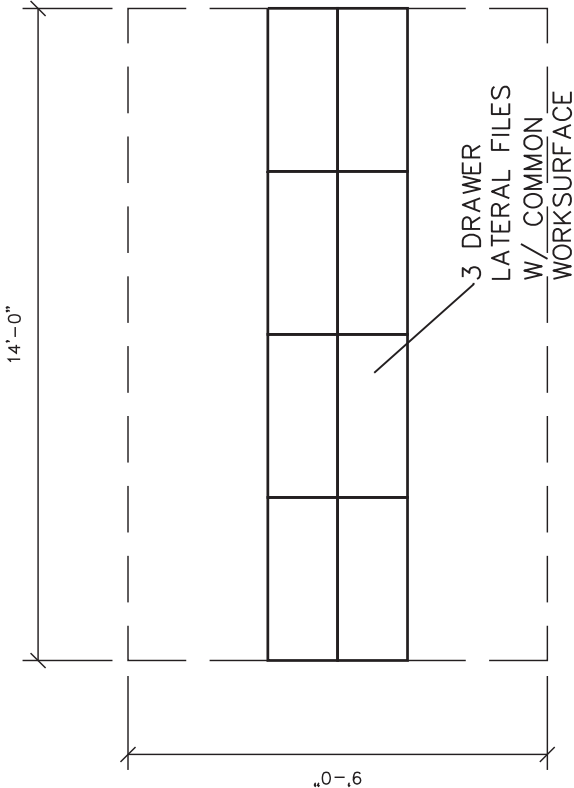
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- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	ADMINISTRATION
SPACE TYPE	CENTRAL FILES
AREA REQUIRED	126 SF
SHEET TITLE	A-126

SUPPORT SPACE PROGRAMMING FORM



Architecture
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Boorman
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222 North Second Street
Minneapolis, MN 55401
Telephone: 612.339.3752
Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

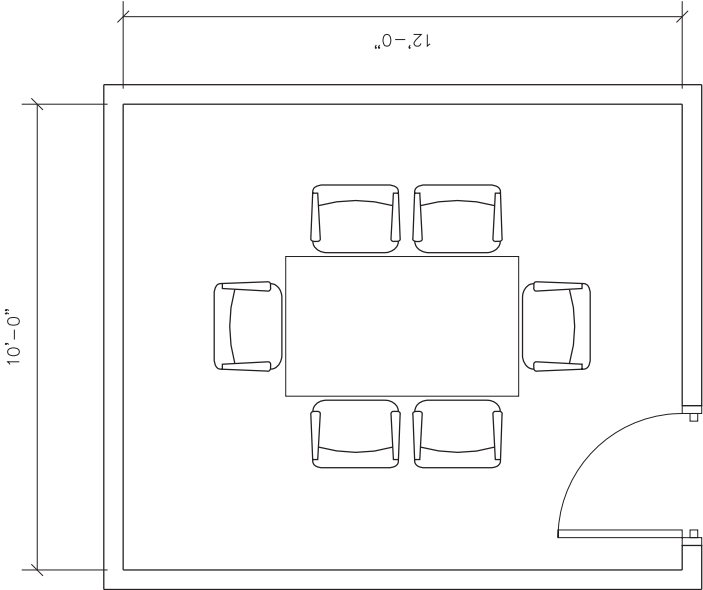
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- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



DEPARTMENT	ADMINISTRATION
SPACE TYPE	PUBLIC CONFERENCE ROOM
AREA REQUIRED	120 SF
SHEET TITLE	C-120

COMMISSION NO. 1648.01

SCALE: 1/4" = 1'-0"

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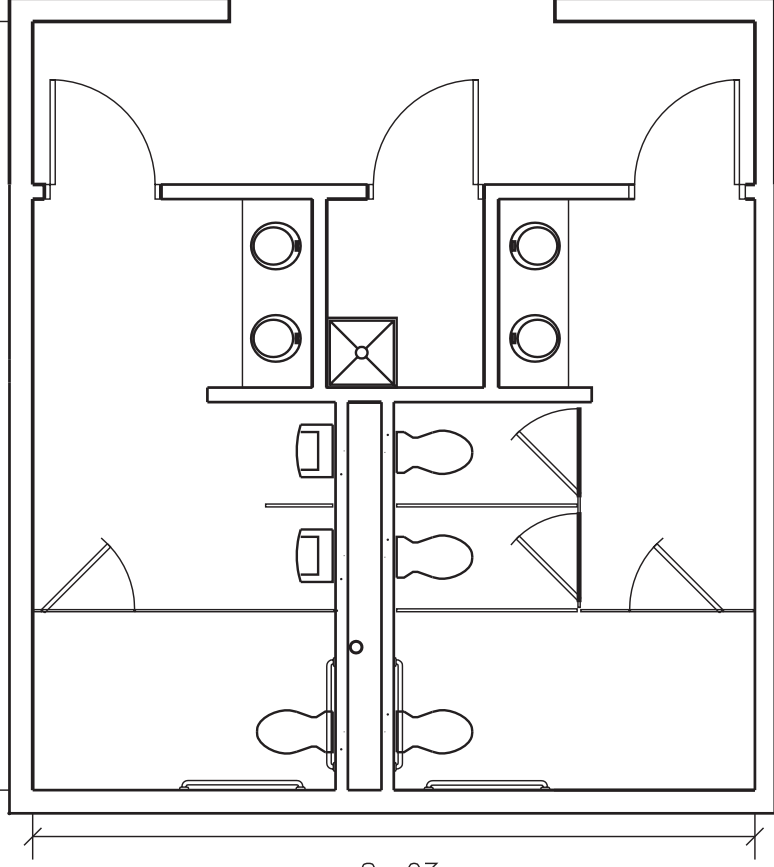
City of West St. Paul, MN				SPACE ANALYSIS FORM							SUMMARY TOTALS							
Program				Q:\PROJ\1848.01\proj\1848.01-program-draft											COMM.#: 1848.01			
SPACE NEEDS PROGRAM				BKV GROUP														
SPACE SHEET CODE	DEPARTMENT:	Building Support	TOTAL PERSONNEL SPACES REQ'D				PROG. SF UNIT	USABLE AREA REQUIRED				COMMENTS						
			2011	5-YR.	10-YR.	15-YR.		2011 PROPOSED	5-YR. PROJECTED	10-YR. PROJECTED	15-YR. PROJECTED							
Personnel Support Spaces																		
R-462	Restrooms-Public		1	1	1	1	462	462	462	462	462	462	462	462	Includes mens and womens			
R-462	Restrooms-Staff		1	1	1	1	462	462	462	462	462	462	462	462	Includes mens and womens			
R-360	Breakroom		1	1	1	1	360	360	360	360	360	360	360	360				
A-300	Lobby		1	1	1	1	300	300	300	300	300	300	300	300				
R-100	Vestibule		1	1	1	1	100	100	100	100	100	100	100	100				
C-120	Pulic Meeting Room		1	1	1	1	120	120	120	120	120	120	120	120				
C-180	Conference Room (6-8 people)		1	1	1	1	180	180	180	180	180	180	180	180				
C-336	Conference Room (10-12 people)		1	1	1	1	336	336	336	336	336	336	336	336				
C-815	Conference Room (25-30 people)		1	1	1	1	815	815	815	815	815	815	815	815				
	Display Cases		1	1	1	1	-	-	-	-	-	-	-	-	Included in lobby sf			
R-68	Vending		1	1	1	1	68	68	68	68	68	68	68	68				
R-200	Recycling/Trash		1	1	1	1	200	200	200	200	200	200	200	200				
A-85	Reception		1	1	1	1	85	85	85	85	85	85	85	85	See Finance staffing			
A-80	Coffee Counters/Coats		1	1	1	1	80	80	80	80	80	80	80	80	See Engineering (Robert)			
	Building Supply Storage Room		1	1	1	1	-	-	-	-	-	-	-	-				
R-64	Maintenance Closet	2	2	2	2	2	64	128	128	128	128	128	128	128	shared with all city depts			
W-48	Intern workstation	1	1	1	1	1	48	48	48	48	48	48	48	48				
R-270	Central Copy/Mail/Workroom	1	1	1	1	1	270	270	270	270	270	270	270	270	includes office supply storage			
Subtotal, Personnel Spaces			19	19	19	19		4,014	4,014	4,014	4,014	4,014	4,014	4,014				
Building Support Spaces																		
	Mechanical Room	1	1	1	1	1	800	800	800	800	800	800	800	800				
	Electrical Room	1	1	1	1	1	300	300	300	300	300	300	300	300				
	Communications Closets	1	1	1	1	1	100	100	100	100	100	100	100	100				
	Server Room	1	1	1	1	1	300	300	300	300	300	300	300	300				
Subtotal, Departmental Spaces			4	4	4	4		1,500	1,500	1,500	1,500	1,500	1,500	1,500				
TOTAL SPACES:			23	23	23	23												
Total Net SF								5,514	5,514	5,514	5,514	5,514	5,514	5,514				
Efficiency Factor							20%	1,379	1,379	1,379	1,379	1,379	1,379	1,379				
TOTAL PROPOSED USABLE SF								6,893	6,893	6,893	6,893	6,893	6,893	6,893				

GROUP

**Boorman
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PROJECT TITLE

22'-0"



37

☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW

SHEET TITLE

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Minneapolis, MN 55401
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www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

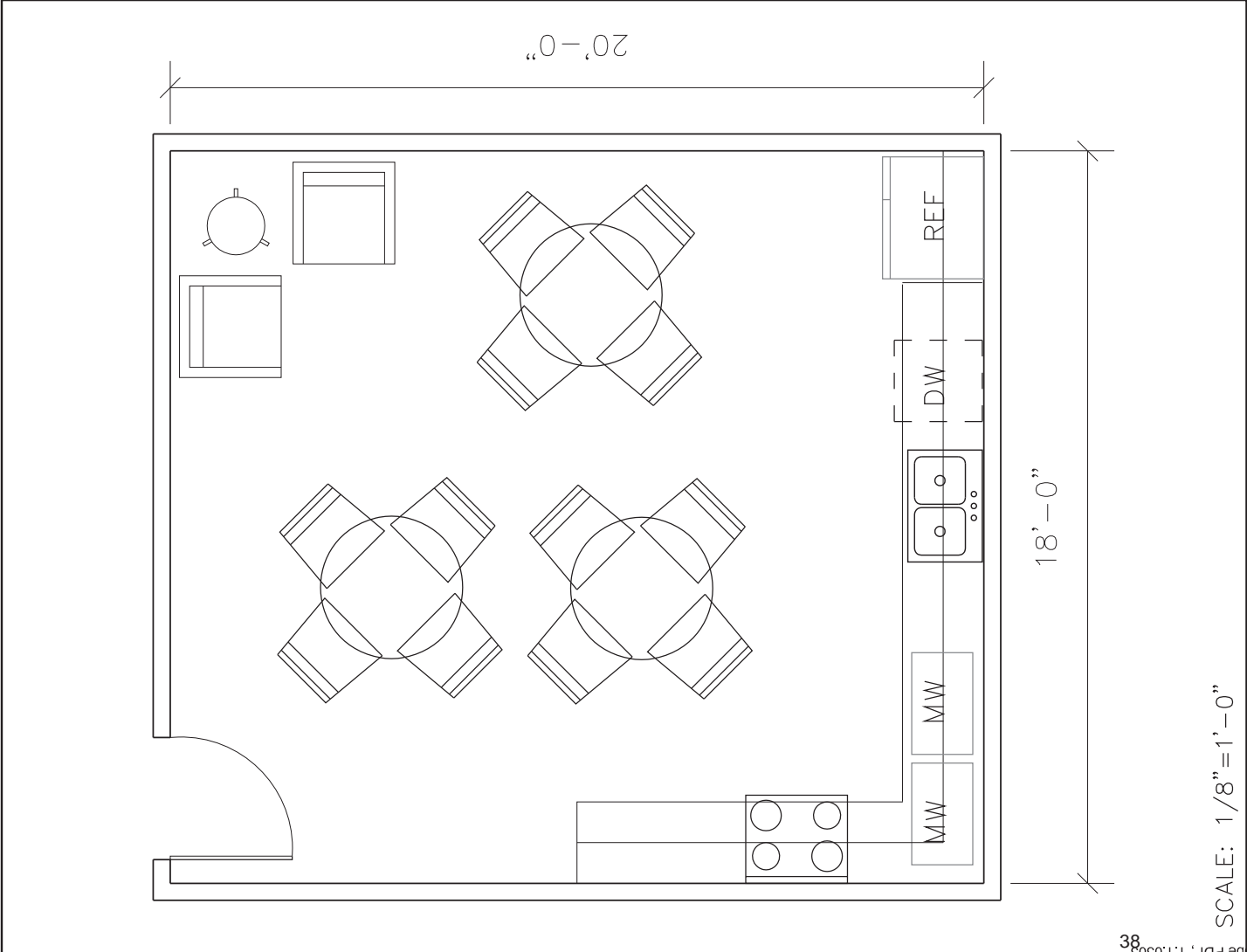
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- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/8"=1'-0"

DEPARTMENT	BUILDING SUPPORT
SPACE TYPE	BREAKROOM
AREA REQUIRED	360 SF
SHEET TITLE	R-360

SUPPORT SPACE PROGRAMMING FORM



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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

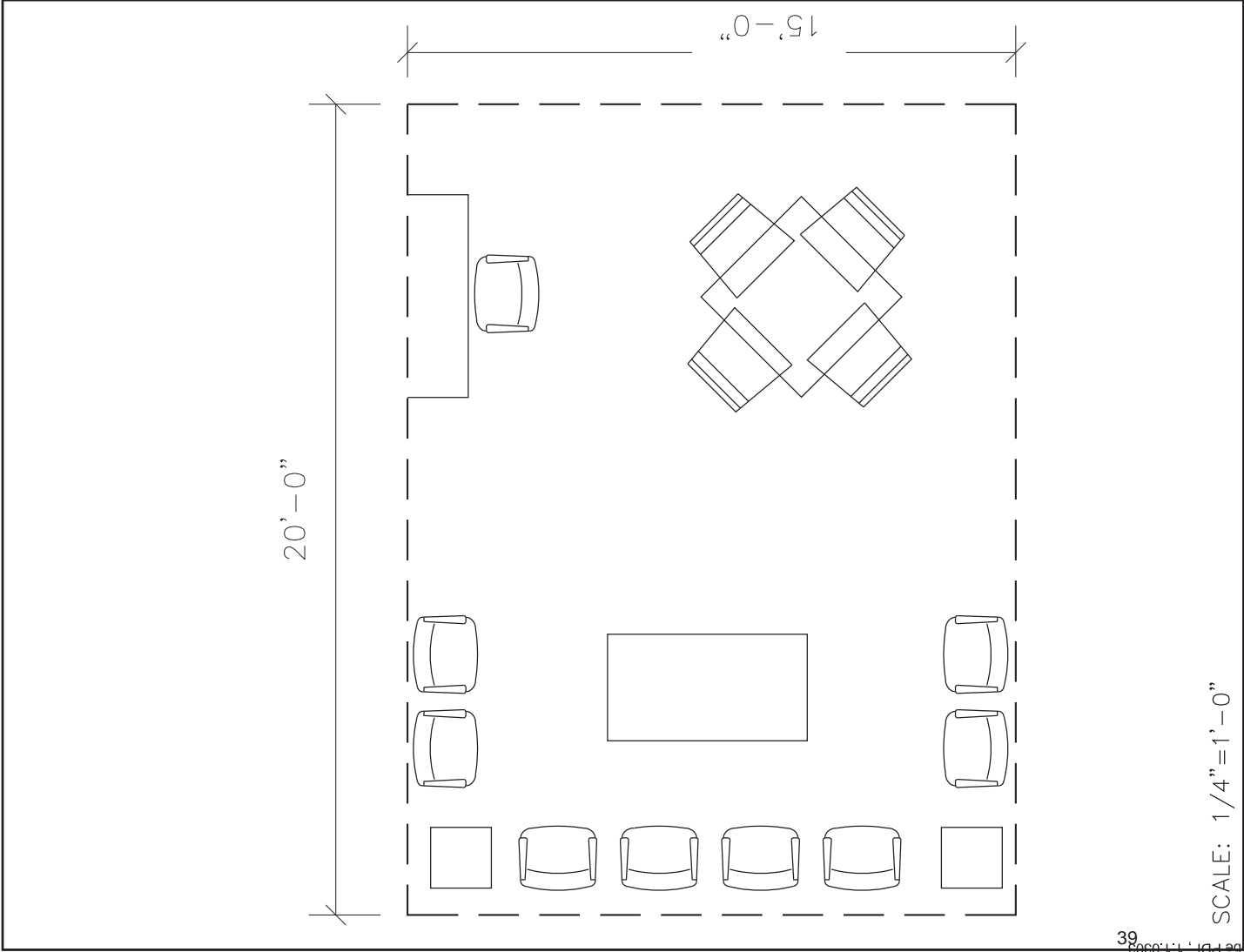
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- ☐ DISHWASHER
- ☐ VENTILATION HOOD
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SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

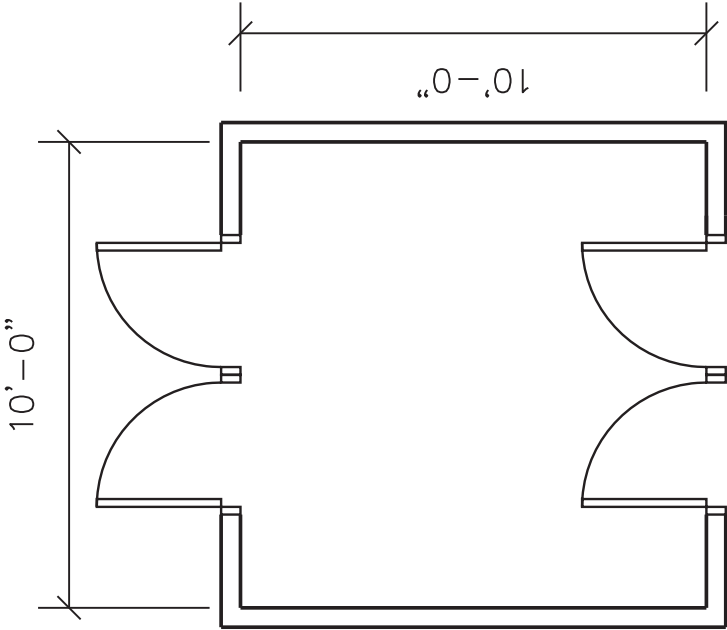
- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	SPACE TYPE	AREA REQUIRED	SHEET TITLE
BUILDING SUPPORT	LOBBY - WAITING	300 SF	A-300

SUPPORT SPACE PROGRAMMING FORM



SCALE: 1/4"=1'-0"



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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
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- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
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SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW

DEPARTMENT	BUILDING SUPPORT
SPACE TYPE	VESTIBULE
AREA REQUIRED	100 SF
SHEET TITLE	R-100

COMMISSION NO.

SUPPORT SPACE PROGRAMMING FORM



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PROJECT TITLE

MILLWORK REQUIREMENTS:

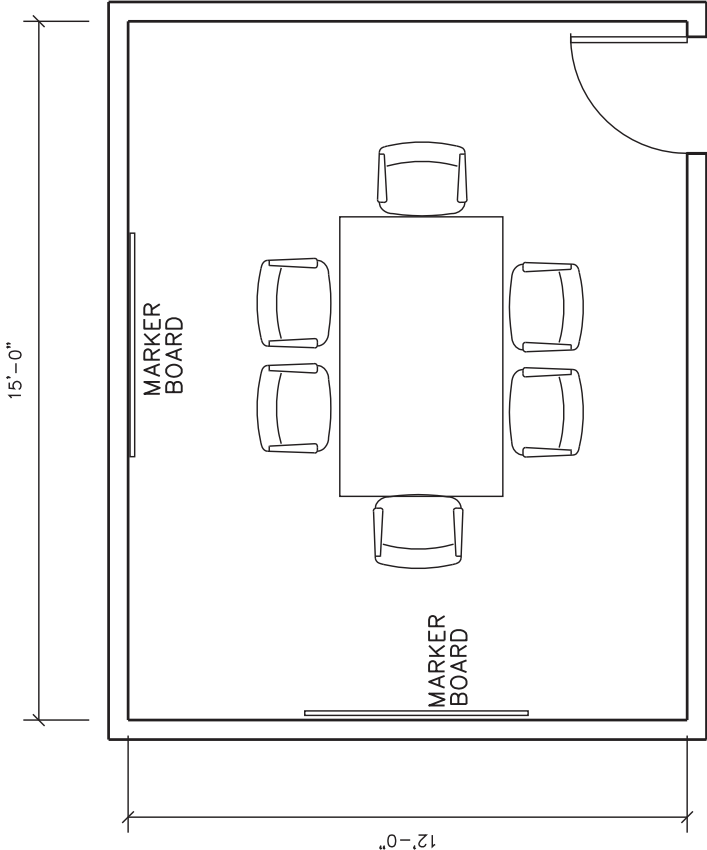
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- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

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- ☐ COLOR PRINTER
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- ☐ DISHWASHER
- ☐ VENTILATION HOOD
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SECURITY REQUIREMENTS:

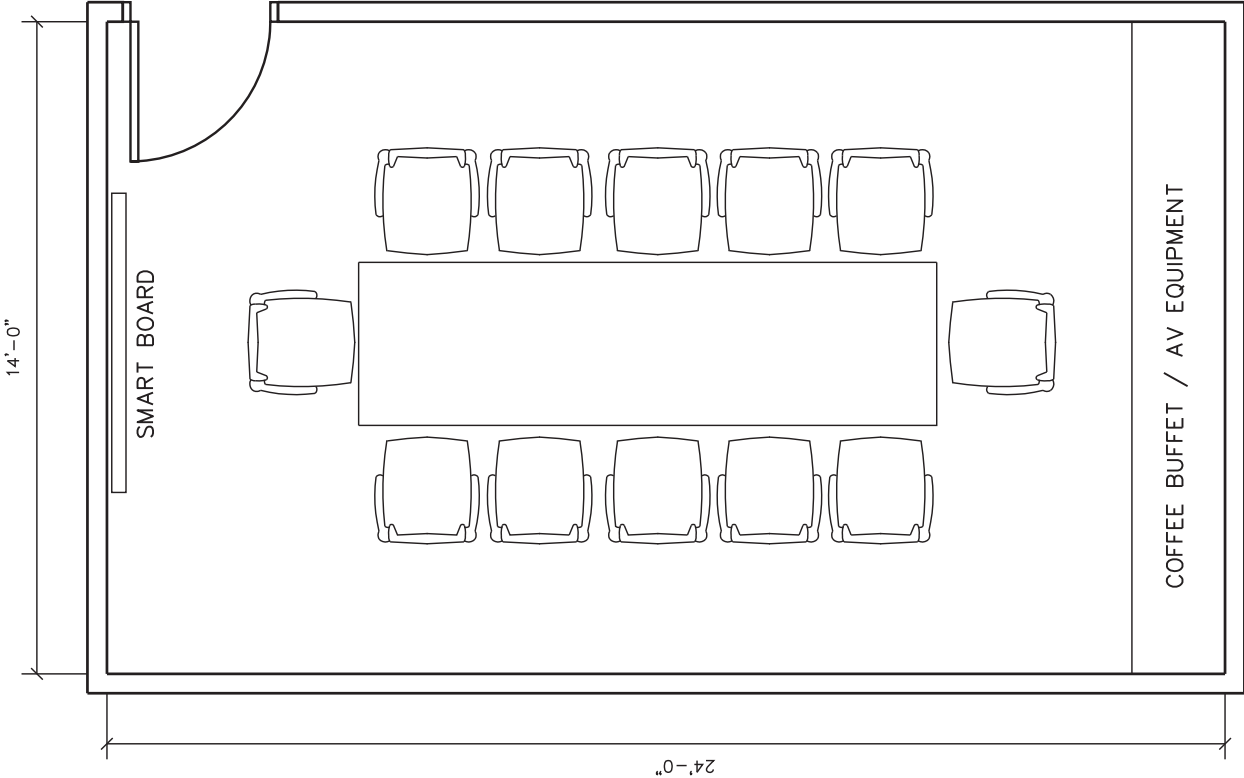
- ☐ NONE
 - ☐ LOCKABLE CABINETS
 - ☐ LOCKABLE ROOM
- PRIVACY REQUIREMENTS:
- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
 - ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	BUILDING SUPPORT
SPACE TYPE	CONFERENCE ROOM
AREA REQUIRED	180 SF
SHEET TITLE	C-180

SUPPORT SPACE PROGRAMMING FORM



SCALE: 1/4"=1'-0"



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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
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- ☐ VENTILATION HOOD
- ☐ OTHER
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SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW

DEPARTMENT	BUILDING SUPPORT
SPACE TYPE	CONFERENCE ROOM
AREA REQUIRED	336 SF
SHEET TITLE	C-336

SUPPORT SPACE PROGRAMMING FORM



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MILLWORK REQUIREMENTS:

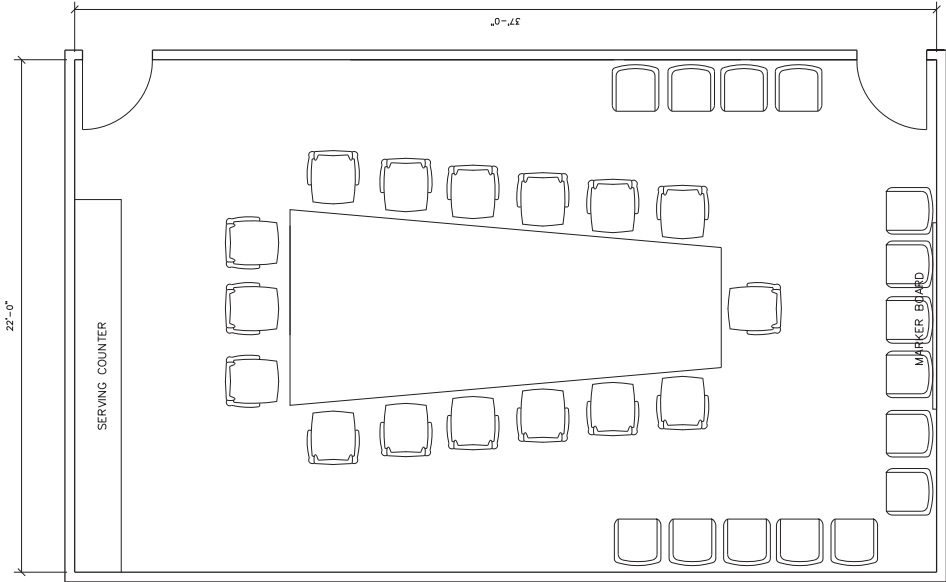
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- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

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- ☐ VENTILATION HOOD
- ☐ OTHER
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- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
 - ☐ LOCKABLE CABINETS
 - ☐ LOCKABLE ROOM
- PRIVACY REQUIREMENTS:
- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
 - ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



DEPARTMENT	BUILDING SUPPORT
SPACE TYPE	CONFERENCE ROOM
AREA REQUIRED	815 SF
SHEET TITLE	C-815

COMMISSION NO.

SCALE: 1/8"=1'-0"

SUPPORT SPACE PROGRAMMING FORM



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Engineering

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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

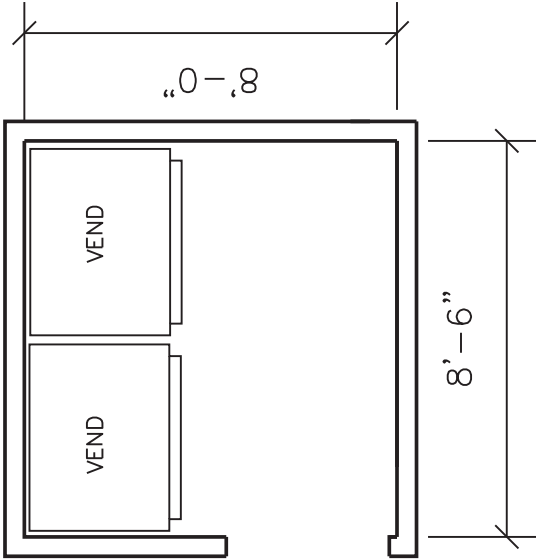
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- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

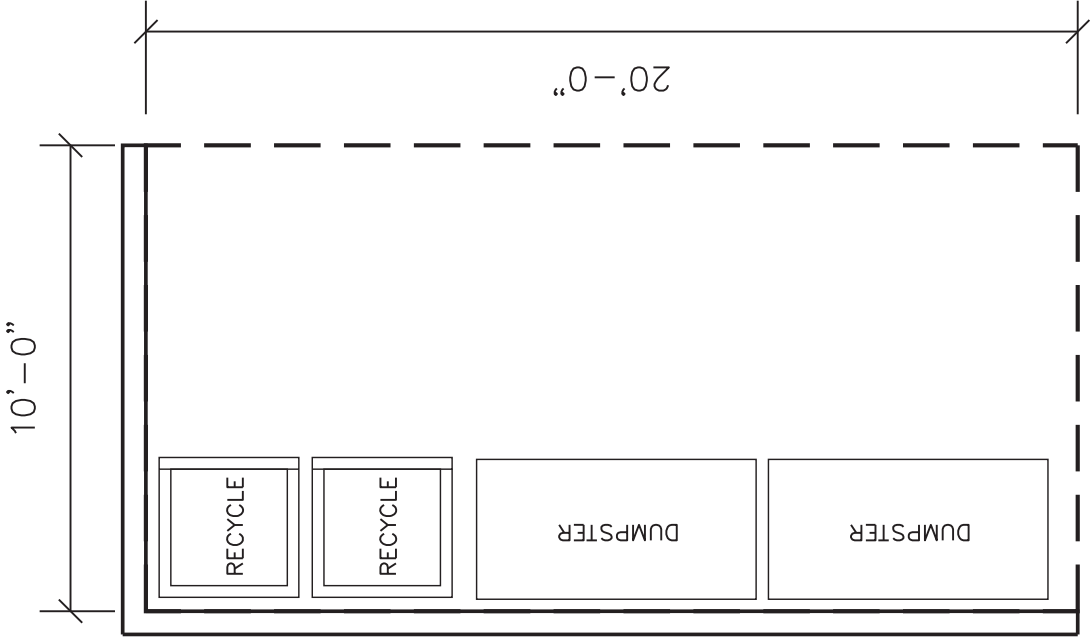
- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	BUILDING SUPPORT
SPACE TYPE	VENDING
AREA REQUIRED	68 SF
SHEET TITLE	R-68

SUPPORT SPACE PROGRAMMING FORM



SCALE: 1/4"=1'-0"



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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

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- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW

DEPARTMENT	BUILDING SUPPORT
SPACE TYPE	RECYCLE/TRASH
AREA REQUIRED	200 SF
SHEET TITLE	R-200

COMMISSION NO.

SUPPORT SPACE PROGRAMMING FORM



Architecture
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Boorman
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222 North Second Street
Minneapolis, MN 55401
Telephone: 612.339.3752
Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

CITY OF
ROGERS
CITY HALL &
POLICE
POLITY

ROGERS, MN
COMMISSION NO. 1648.01

DEPARTMENT	BUILDING SUPPORT
SPACE TYPE	RECEPTION COUNTER
AREA REQUIRED	85 SF
SHEET TITLE	A-85

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MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

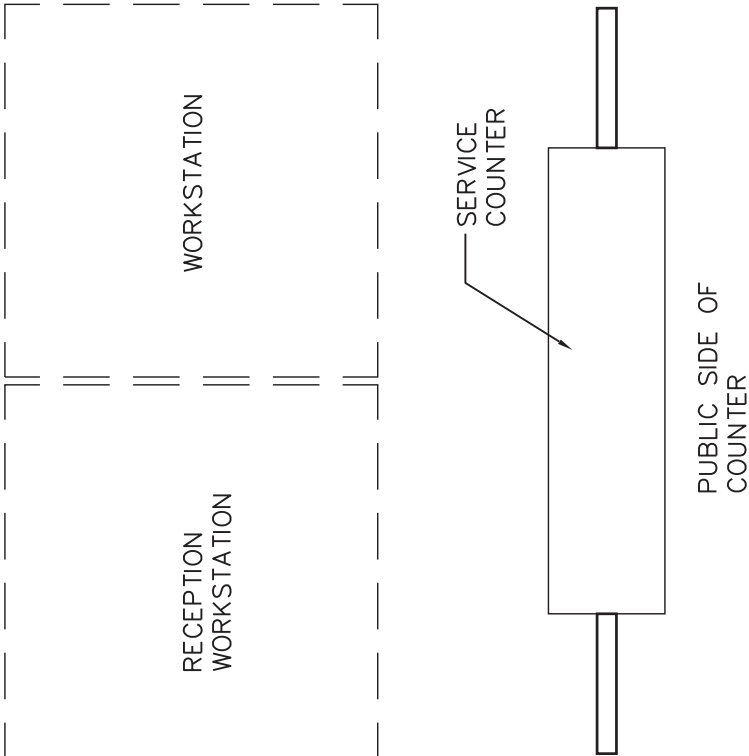
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- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

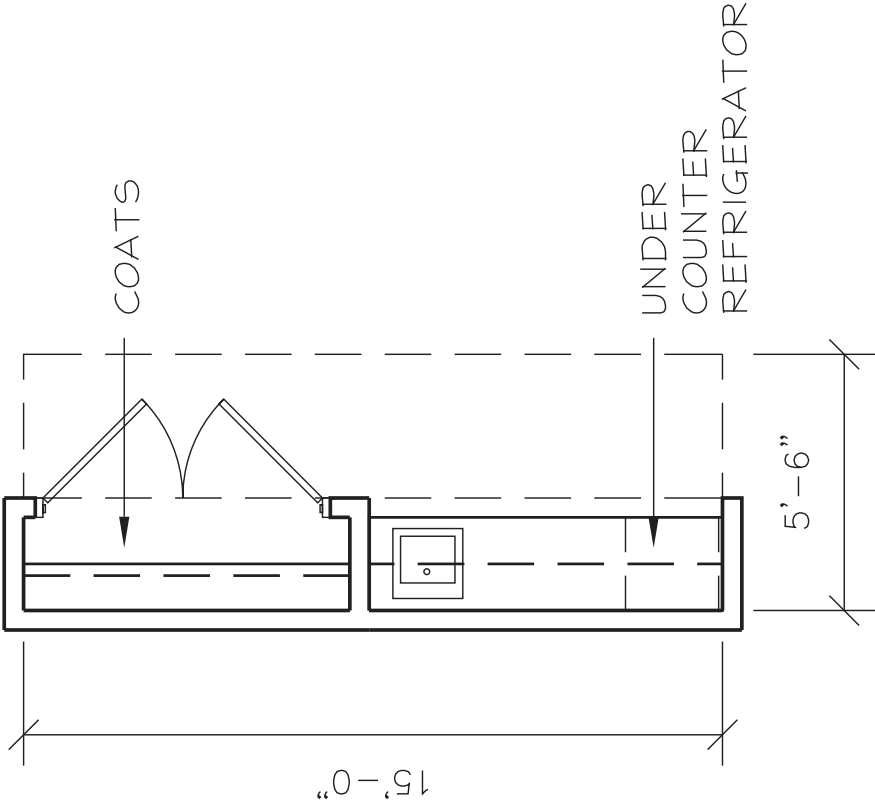
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- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/8"=1'-0"

DEPARTMENT	BUILDING SUPPORT
SPACE TYPE	KITCHENETTE / COATS
AREA REQUIRED	80 SF
SHEET TITLE	A-80

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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

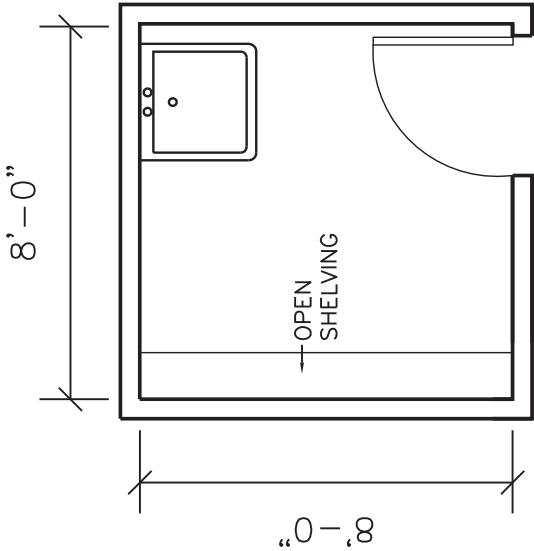
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- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
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- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



DEPARTMENT	BUILDING SUPPORT	SPACE TYPE	JANITORS CLOSET	AREA REQUIRED	64 SF	SHEET TITLE	R-64
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INDIVIDUAL WORKSPACE PROGRAMMING FORM



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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

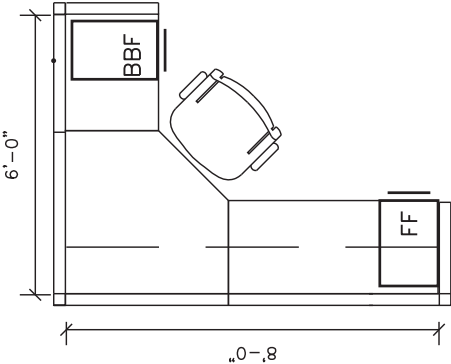
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



COMMISSION NO.

DEPARTMENT	BUILDING SUPPORT
SPACE TYPE	WORKSTATION
AREA REQUIRED	48 SF
SHEET TITLE	W-48

SCALE: 1/4"=1'-0"

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SUPPORT SPACE PROGRAMMING FORM



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Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK

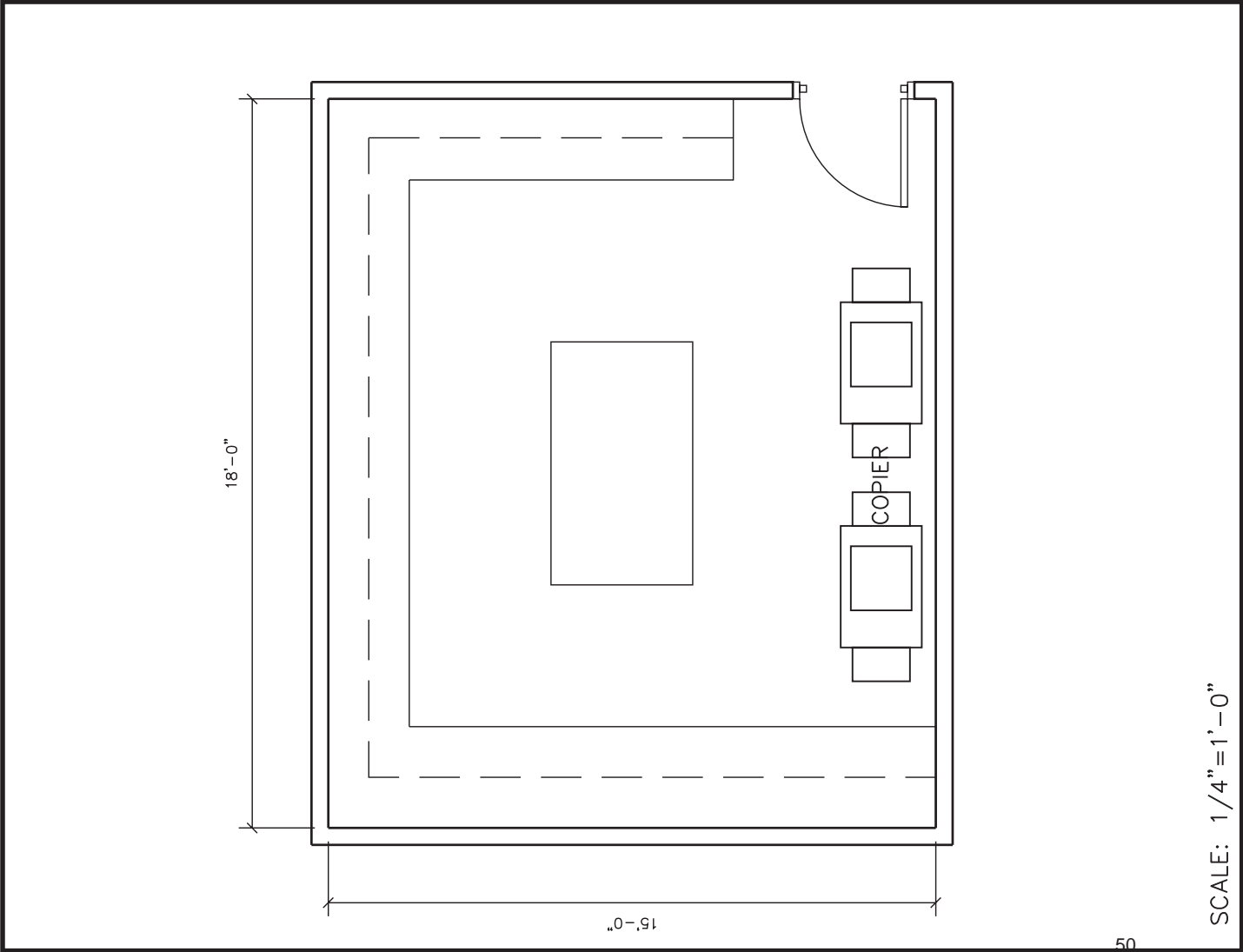
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4" = 1'-0"

DEPARTMENT	CITY HALL SHARED	SPACE TYPE	CENTRAL WORKROOM	AREA REQUIRED	270 SF	SHEET TITLE	R-270
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COMMISSION NO. 1648.01

SUPPORT SPACE PROGRAMMING FORM



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Engineering

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Minneapolis, MN 55401
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Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

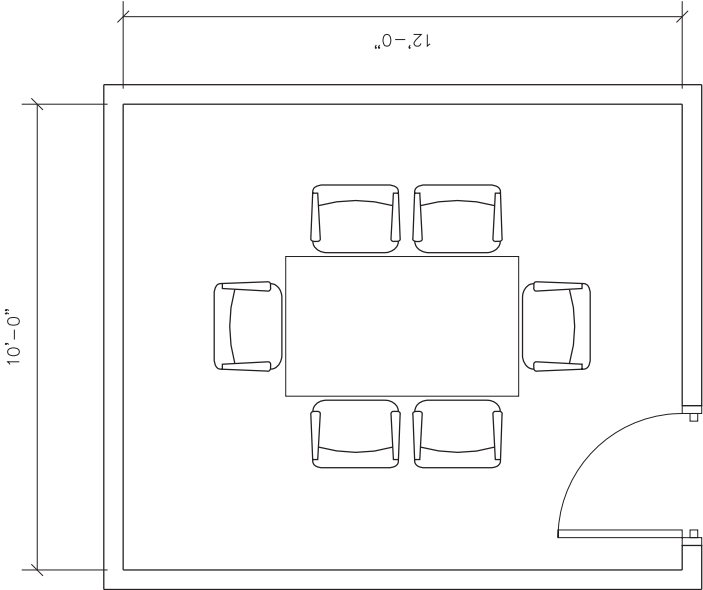
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- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



DEPARTMENT	BUILDING SUPPORT
SPACE TYPE	PUBLIC CONFERENCE ROOM
AREA REQUIRED	120 SF
SHEET TITLE	C-120

COMMISSION NO. 1648.01

SCALE: 1/4"=1'-0"

City of West St. Paul, MN		SPACE ANALYSIS FORM							SUMMARY TOTALS				
Program		Q:\PROJ\1848.01\pro\1848-01-program-draft											COMM.#: 1848.01
SPACE NEEDS PROGRAM		BKV GROUP											
SPACE SHEET CODE	DEPARTMENT:	TOTAL PERSONNEL SPACES REQ'D				PROG. SF	USABLE AREA REQUIRED			COMMENTS			
		2011	5-YR.	10-YR.	15-YR.	UNIT	2011 PROPOSED	5-YR. PROJECTED	10-YR. PROJECTED	15-YR. PROJECTED			
COMMUNITY DEVELOPMENT													
Personnel Spaces													
O-144	Community Development Director- Jim Harts	1	1	1	1	144	144	144	144	144	(2) 5 dr lats, (1) 3 dr vert		
O-120	City Planner/Zoning Administrator- Ben Boike	1	1	1	1	120	120	120	120	120	plan layout space		
W-80	Building Official- Gerry Hokenson	1	1	1	1	80	80	80	80	80	(1) 4 dr lat, (2) BBF		
W-80	Building Inspector- Harry Jenness	1	1	1	1	80	80	80	80	80	(1) 4 dr lat, (2) BBF		
W-64	Specialist- Susanna Wilson	1	1	1	1	64	64	64	64	64	(1) 4 dr lat, (1) 4 dr vert, (1) BBF		
W-64	Code Inspector- Sheen Yang	1	1	1	1	64	64	64	64	64			
W-64	Future Coordinator	1	1	1	1	64	64	64	64	64			
W-48	Contract/Intern Employee	1	1	1	1	48	48	48	48	48			
W-64	Future Secretary/Permit Clerk	1	1	1	1	64	64	64	64	64			
Subtotal, Personnel Spaces		9	9	9	9		728	728	728	728			
Departmental Spaces													
A-68	Public Service Counter	1	1	1	1	68	68	68	68	68			
R-368	Central File	1	1	1	1	368	368	368	368	368	(13) 4 dr lats, need (26) in 10 yrs		
	Central Copy/Mail/supply Room	1	1	1	1	-	-	-	-	-	See bldg support- shared		
	Conference Room	1	1	1	1	-	-	-	-	-	See bldg support- shared		
	Plotter	1	1	1	1	-	-	-	-	-	shared with engineering		
R-320	Archive Storage	1	1	1	1	320	320	320	320	320	currently in basement- existing 220 SF		
Subtotal, Departmental Spaces		6	6	6	6		756	756	756	756			
TOTAL SPACES:		15	15	15	15								
Total Net SF							1,484	1,484	1,484	1,484			
Efficiency Factor						25%	495	495	495	495			
TOTAL PROPOSED USABLE SF							1,979	1,979	1,979	1,979			
TOTAL EXISTING USABLE SF													
DIFFERENCE							(1,979)	(1,979)	(1,979)	(1,979)			

INDIVIDUAL WORKSPACE PROGRAMMING FORM



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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

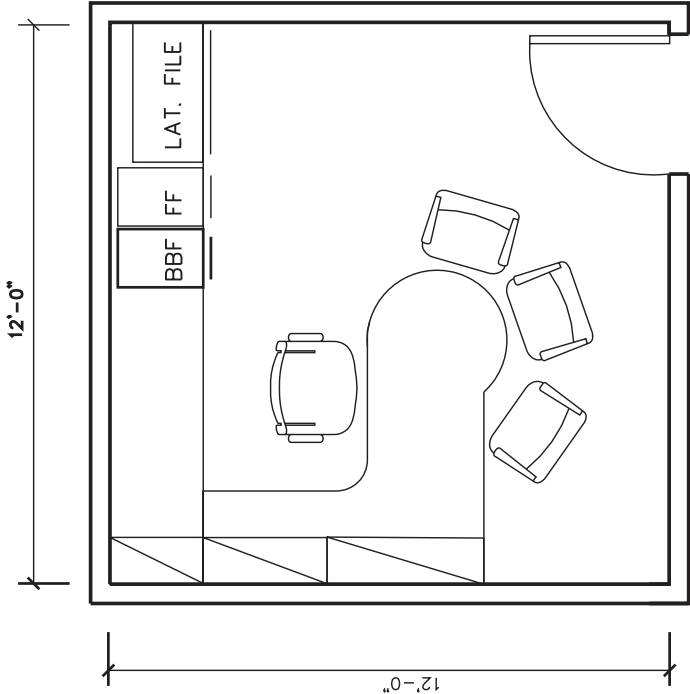
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

COMMISSION NO.

DEPARTMENT	COMMUNITY DEVELOPMENT
SPACE TYPE	PRIVATE OFFICE
AREA REQUIRED	144 SF
SHEET TITLE	O-144

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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

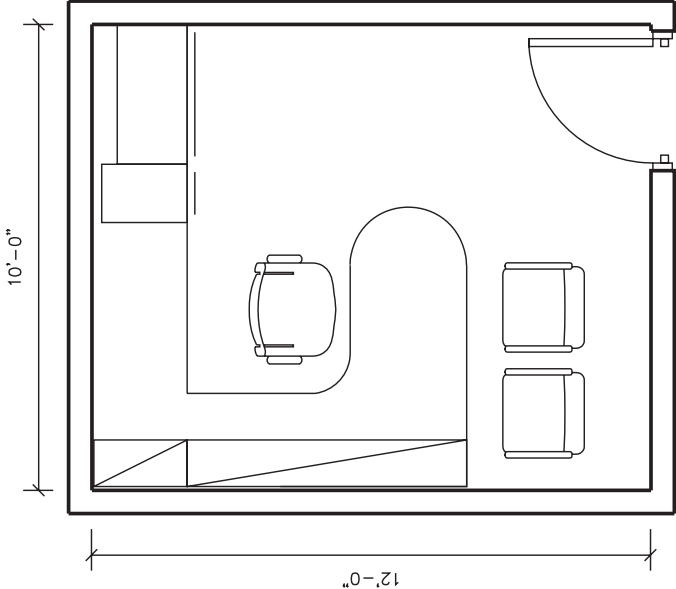
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- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



DEPARTMENT	COMMUNITY DEVELOPMENT
SPACE TYPE	PRIVATE OFFICE
AREA REQUIRED	120 SF
SHEET TITLE	O-120

INDIVIDUAL WORKSPACE PROGRAMMING FORM



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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

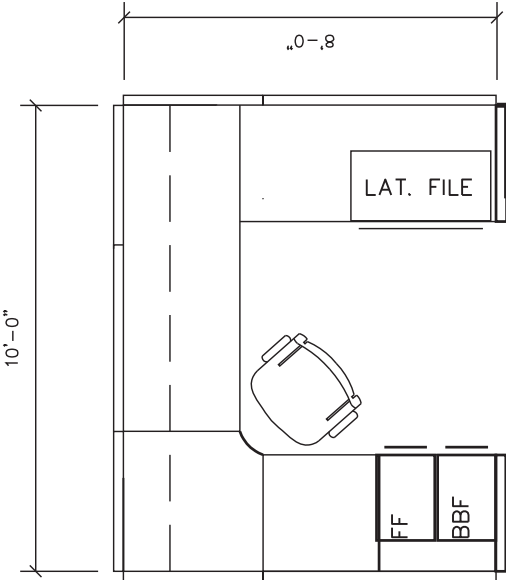
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- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
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- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
- ☐
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- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	COMMUNITY DEVELOPMENT
SPACE TYPE	WORKSTATION
AREA REQUIRED	80 SF
SHEET TITLE	W-80

INDIVIDUAL WORKSPACE PROGRAMMING FORM



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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

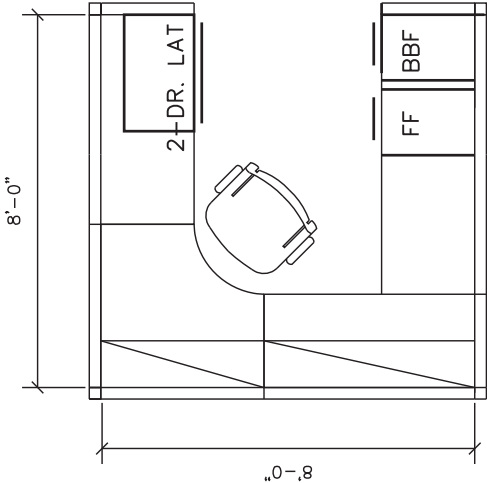
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- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
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- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
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- ☐
- ☐
- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	COMMUNITY DEVELOPMENT
SPACE TYPE	WORKSTATION
AREA REQUIRED	64 SF
SHEET TITLE	W-64

INDIVIDUAL WORKSPACE PROGRAMMING FORM



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Engineering

Boorman
Kroos
Vogel
Group
Inc.

222 North Second Street
Minneapolis, MN 55401
Telephone: 612.339.3752
Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

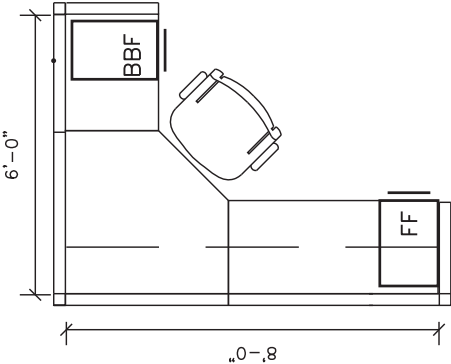
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	COMMUNITY DEVELOPMENT
SPACE TYPE	WORKSTATION
AREA REQUIRED	48 SF
SHEET TITLE	W-48

SUPPORT SPACE PROGRAMMING FORM



Architecture
Interior Design
Engineering

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PROJECT TITLE

MILLWORK REQUIREMENTS:

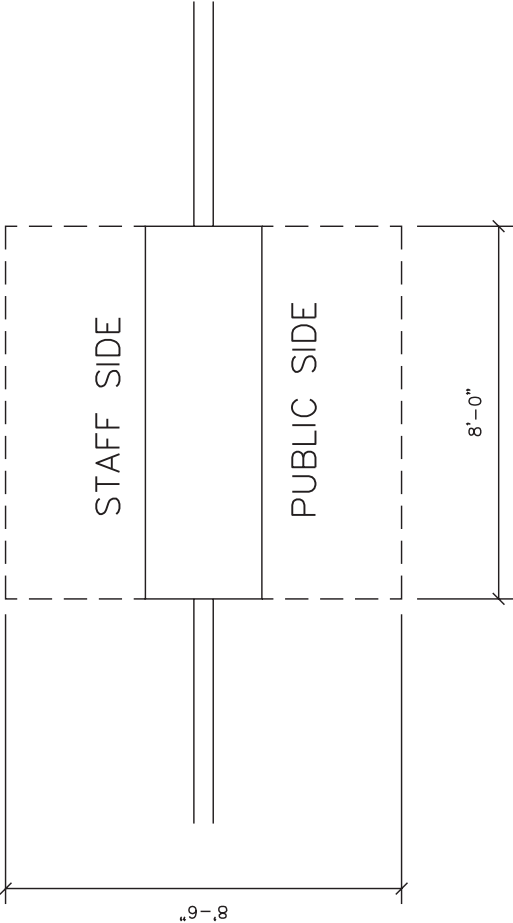
- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
 - ☐ LOCKABLE CABINETS
 - ☐ LOCKABLE ROOM
- PRIVACY REQUIREMENTS:
- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
 - ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	COMMUNITY DEVELOPMENT
SPACE TYPE	PUBLIC SERVICE COUNTER
AREA REQUIRED	68 SF
SHEET TITLE	A-68

SUPPORT SPACE PROGRAMMING FORM



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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
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- ☐
- ☐
- ☐
- ☐

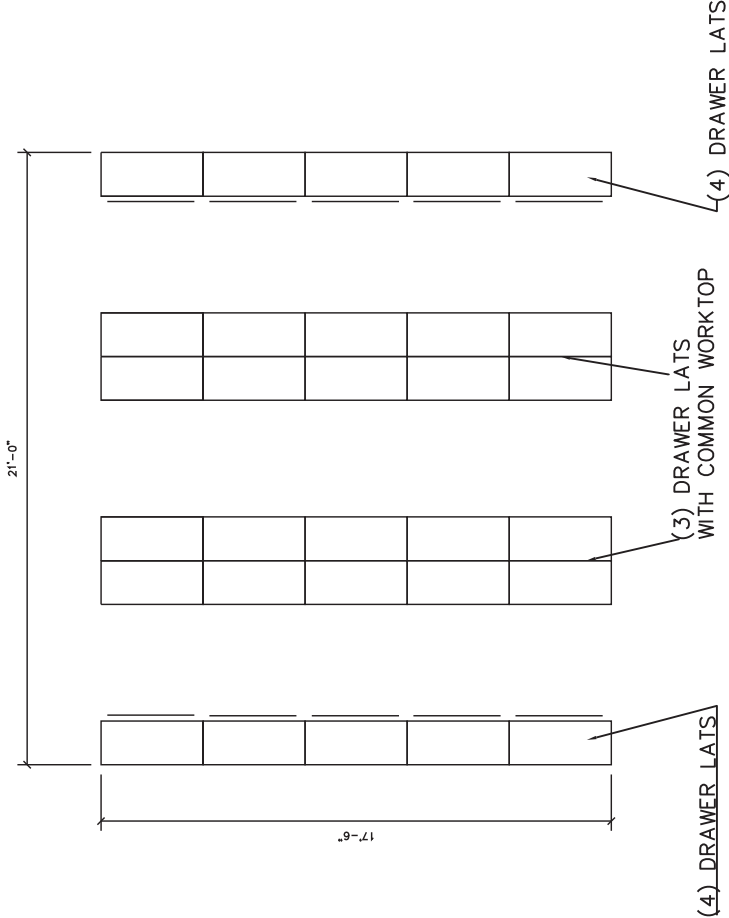
SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW

ALL LATS TO BE 42" WIDE X 18" DEEP



SCALE: 1/4"=1'-0"

DEPARTMENT	COMMUNITY DEVELOPMENT
SPACE TYPE	CENTRAL FILE AREA
AREA REQUIRED	368 SF
SHEET TITLE	R-368

SUPPORT SPACE PROGRAMMING FORM



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222 North Second Street
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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

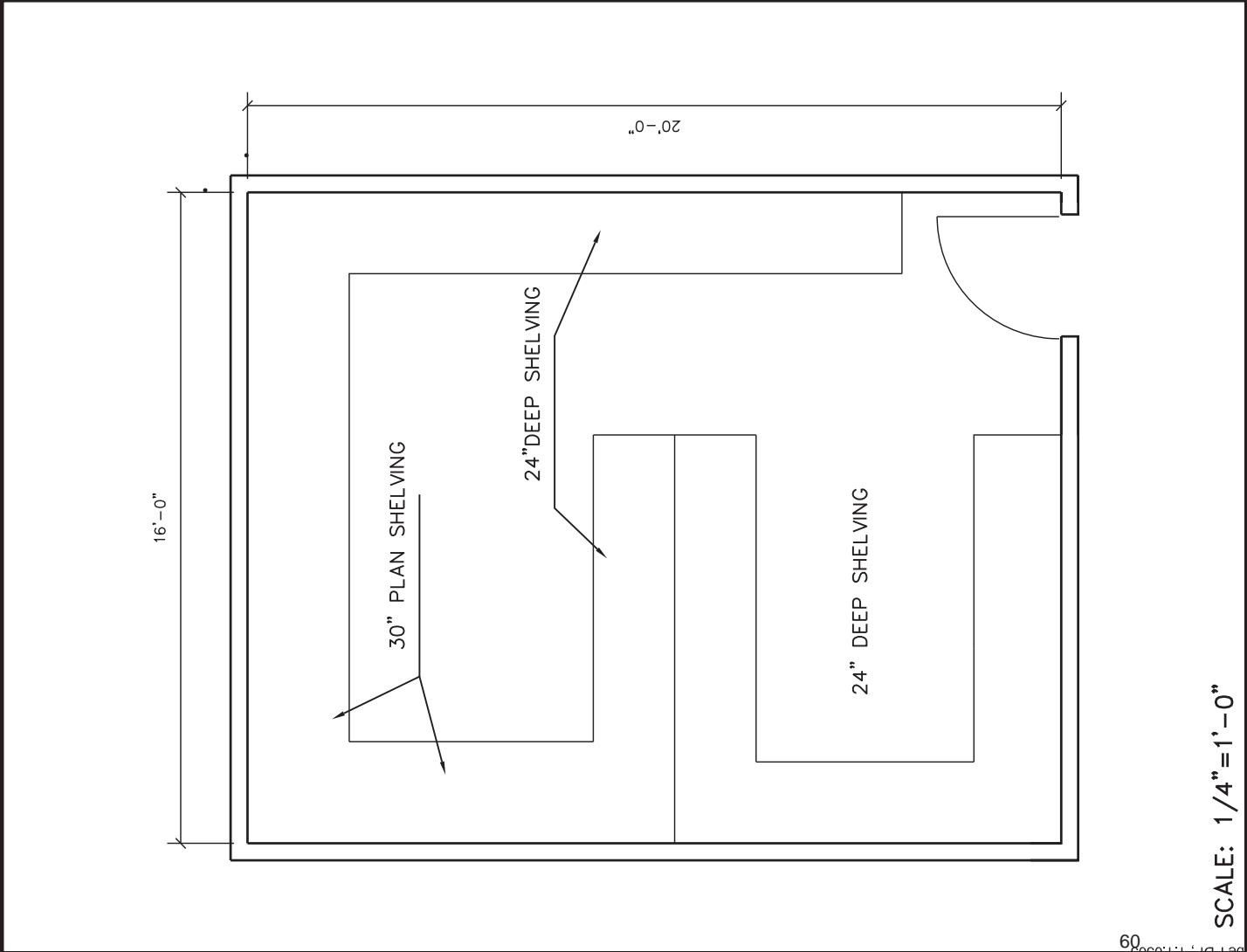
- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

COMMISSION NO.	DEPARTMENT	SPACE TYPE	AREA REQUIRED	SHEET TITLE
	COMMUNITY DEVELOPMENT	ARCHIVE STORAGE	320 SF	R-320

City of West St. Paul, MN		SPACE ANALYSIS FORM										SUMMARY TOTALS	
Program		Q:\PROJ\1848.01\pro\1848-01-program-draft										COMM.#: 1848.01	
SPACE NEEDS PROGRAM		BKV GROUP											
SPACE SHEET CODE	DEPARTMENT:	TOTAL PERSONNEL SPACES REQ'D				PROG. SF UNIT	USABLE AREA REQUIRED				COMMENTS		
	CITY COUNCIL	2011	5-YR.	10-YR.	15-YR.		2011 PROPOSED	5-YR. PROJECTED	10-YR. PROJECTED	15-YR. PROJECTED			
C-2045 R-120 R-150	Personnel Spaces												
	Subtotal, Personnel Spaces		-	-	-	-	-	-	-	-	-	-	
	Departmental Spaces												
	Council Chambers		1	1	1	1	2,045	2,045	2,045	2,045	2,045	2,045	See bldg support- shared Chair and table storage
	Council Conference Room		1	1	1	1	-	-	-	-	-		
	A/V Room		1	1	1	1	120	120	120	120	120		
	Storage		1	1	1	1	150	150	150	150	150		
	Subtotal, Departmental Spaces		3	3	3	3	2,315	2,315	2,315	2,315	2,315	2,315	
	TOTAL SPACES:		3	3	3	3							
	Total Net SF							2,315	2,315	2,315	2,315	2,315	
Efficiency Factor						25%	772	772	772	772	772		
TOTAL PROPOSED USABLE SF							3,087	3,087	3,087	3,087	3,087		
TOTAL EXISTING USABLE SF													
DIFFERENCE		(3,087)					(3,087)	(3,087)	(3,087)	(3,087)	(3,087)		

SUPPORT SPACE PROGRAMMING FORM



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Engineering

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PROJECT TITLE

MILLWORK REQUIREMENTS:

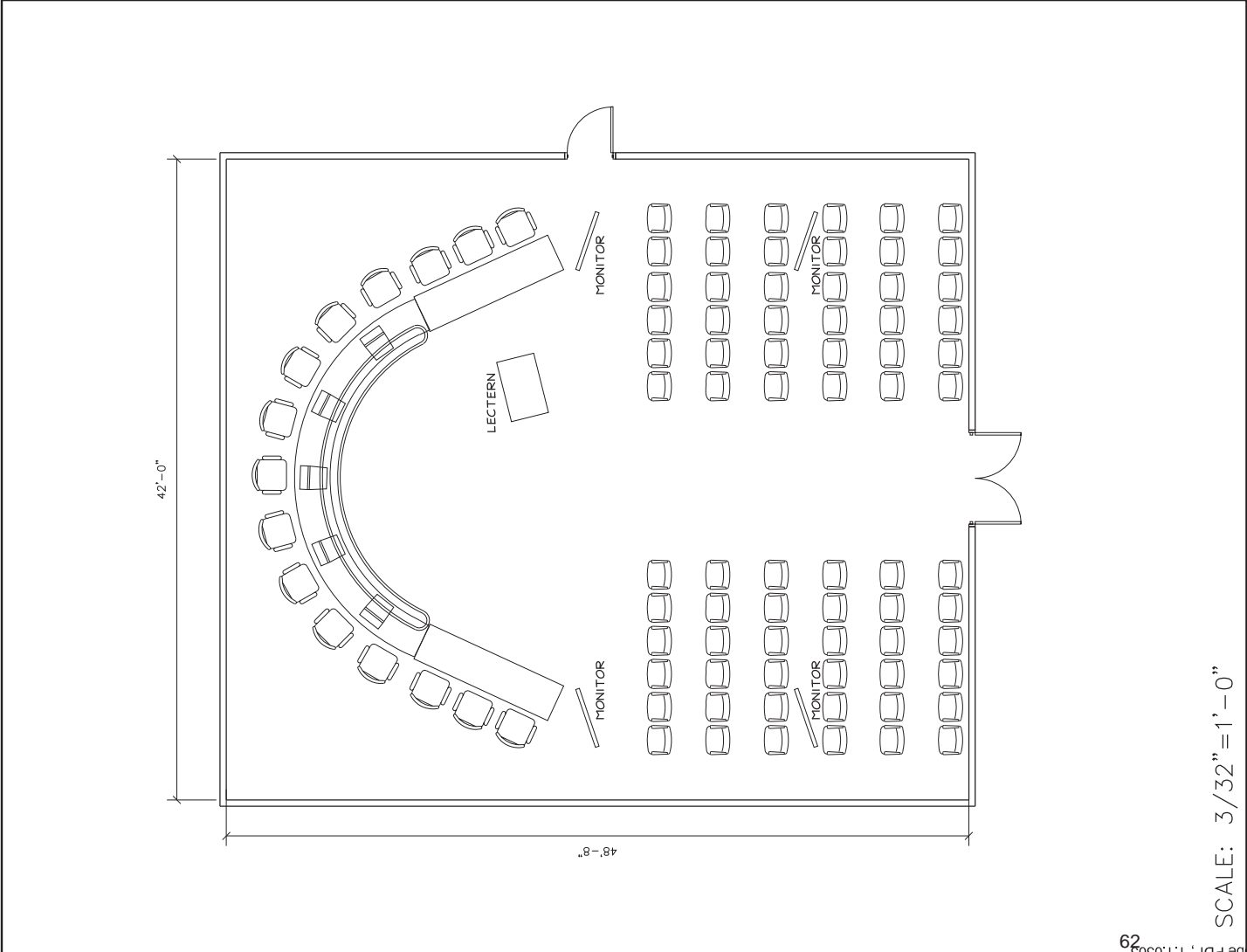
- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
 - ☐ LOCKABLE CABINETS
 - ☐ LOCKABLE ROOM
- PRIVACY REQUIREMENTS:
- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
 - ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 3/32" = 1'-0"

DEPARTMENT	COUNCIL CHAMBERS
SPACE TYPE	COUNCIL CHAMBERS
AREA REQUIRED	2045 SF
SHEET TITLE	C-2045

SUPPORT SPACE PROGRAMMING FORM



Architecture
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Group
Inc.

222 North Second Street
Minneapolis, MN 55401
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Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

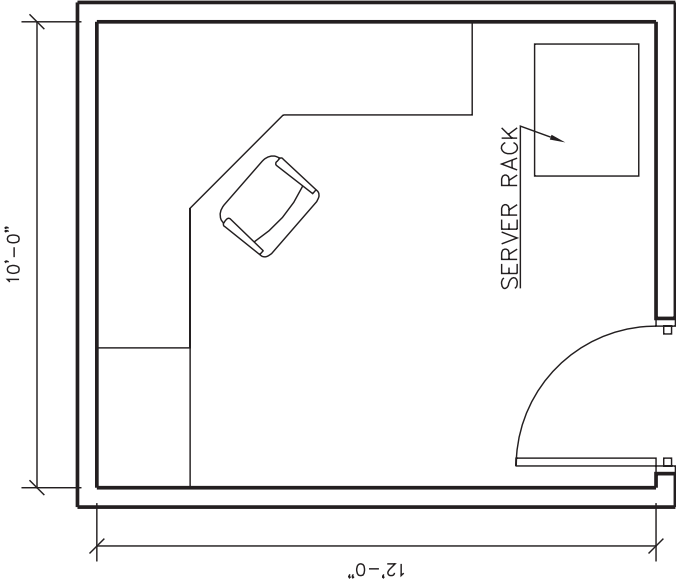
- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	CITY COUNCIL
SPACE TYPE	A/V ROOM
AREA REQUIRED	120 SF
SHEET TITLE	R-120

SUPPORT SPACE PROGRAMMING FORM



Architecture
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Group
Inc.

222 North Second Street
Minneapolis, MN 55401
Telephone: 612.339.3752
Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

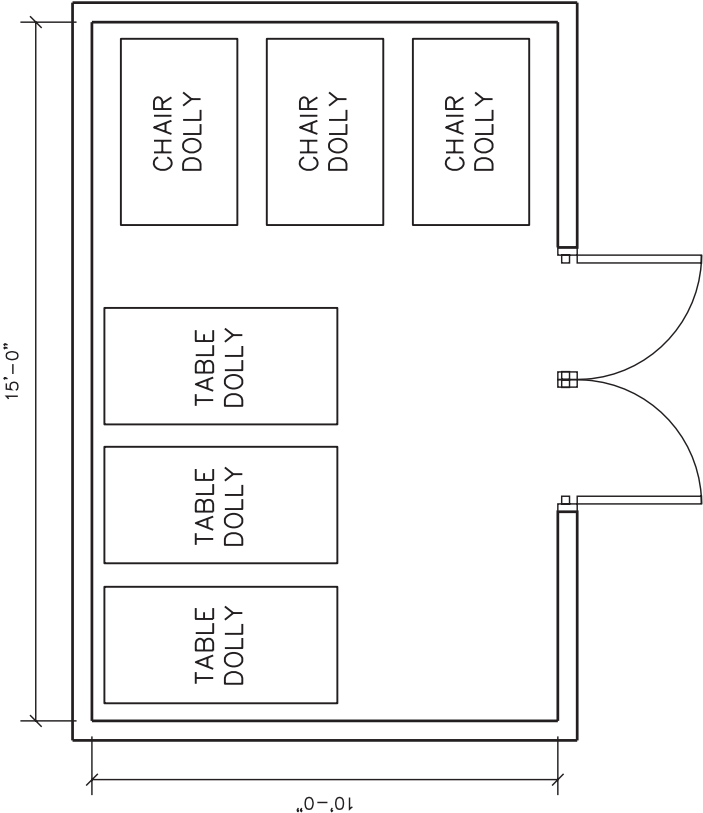
- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING QTY
- ☐ MARKER BOARD:
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	CITY COUNCIL
SPACE TYPE	TRAINING ROOM STORAGE
AREA REQUIRED	150 SF
SHEET TITLE	R-150

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City of West St. Paul, MN		SPACE ANALYSIS FORM										SUMMARY TOTALS	
Program		Q:\PROJ\1848.01\proj\1848.01-program-draft										COMM.#: 1848.01	
SPACE NEEDS PROGRAM		BKV GROUP											
SPACE SHEET CODE	DEPARTMENT:	TOTAL PERSONNEL SPACES REQ'D				PROG. SF UNIT	USABLE AREA REQUIRED				COMMENTS		
		2011	5-YR.	10-YR.	15-YR.		2011 PROPOSED	5-YR. PROJECTED	10-YR. PROJECTED	15-YR. PROJECTED			
	ENGINEERING												
	Personnel Spaces												
O-144	PW/Parks Dir/City Engineer- Matt Saam	1	1	1	1	144	144	144	144	144	meeting space for 1-2 people		
W-80	Eng. Tech III- Chuck Price	1	1	1	1	80	80	80	80	80			
W-64	Future Intern workstation	1	1	1	1	64	64	64	64	64			
O-120A	Bldg. Maintenance Tech- Robert Hayes	1	1	1	1	120	120	120	120	120	could be located anywhere in building		
	Subtotal, Personnel Spaces	4	4	4	4		408	408	408	408			
	Departmental Spaces												
	Conference Room	1	1	1	1	-	-	-	-	-	See bldg support- shared		
A-68	Service Counter	1	1	1	1	68	68	68	68	68	public window- with public computer		
R-384	Plan Room/Library	1	1	1	1	384	384	384	384	384	includes plotter		
	Field Equipment Storage	1	1	1	1	-	-	-	-	-	located within Plan Room/Library		
	Common File Area (in plan room)	1	1	1	1	-	-	-	-	-	7 lats, 8 verts- part of plan room area		
	Common Binder Storage (in plan room)	1	1	1	1	-	-	-	-	-	part of plan room		
R-200	Building Maintenance Storage Room/workbench	1	1	1	1	200	200	200	200	200	misc furn, parts, etc (Robert)		
	Subtotal, Departmental Spaces	7	7	7	7		652	652	652	652			
	TOTAL SPACES:	11	11	11	11								
	Total Net SF						1,060	1,060	1,060	1,060			
	Efficiency Factor					25%	353	353	353	353			
	TOTAL PROPOSED USABLE SF						1,413	1,413	1,413	1,413			
	TOTAL EXISTING USABLE SF												
	DIFFERENCE						(1,413)	(1,413)	(1,413)	(1,413)			

INDIVIDUAL WORKSPACE PROGRAMMING FORM



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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

HEIGHT ADJUSTABLE WORKSURFACE

- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT

TACKBOARD

PAPER MANAGEMENT

KEYBOARD TRAY

MONITOR ARM

DRY ERASE MARKER BOARD

STORAGE TOWER

LATERAL FILE

BOX/BOX/FILE: QTY

FILE/FILE: QTY

CONFERENCE TABLE

GUEST SEATING: QTY

OTHER

EQUIPMENT REQUIREMENTS:

STANDARD COMPUTER MONITOR

FLAT PANEL MONITOR

LAPTOP

SCANNER

FAX

PHONE

PRINTER

OTHER:

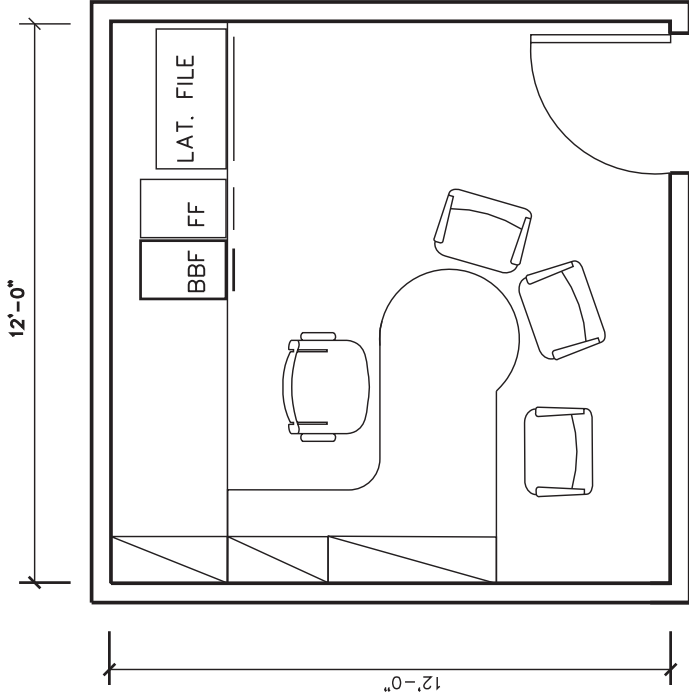
PRIVACY REQUIREMENTS:

ACCOUSTICAL PRIVACY NEEDS:

HIGH / MEDIUM / LOW

VISUAL PRIVACY NEEDS:

HIGH / MEDIUM / LOW



SCALE: 1/4" = 1'-0"

COMMISSION NO.

DEPARTMENT	ENGINEERING	SPACE TYPE	PRIVATE OFFICE	AREA REQUIRED	144 SF	SHEET TITLE	O-144
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INDIVIDUAL WORKSPACE PROGRAMMING FORM



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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

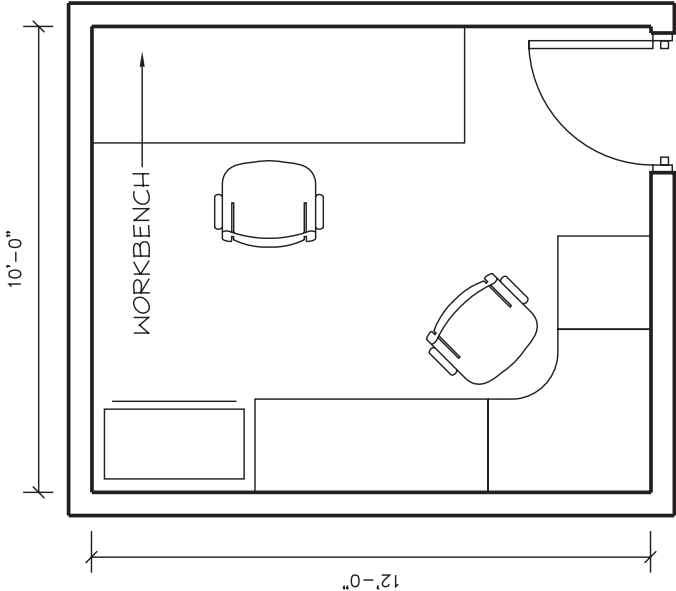
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	ENGINEERING
SPACE TYPE	OFFICE WITH WORKBENCH
AREA REQUIRED	120 SF
SHEET TITLE	O-120A

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INDIVIDUAL WORKSPACE PROGRAMMING FORM



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PROJECT TITLE

WORKSPACE TYPE:

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- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

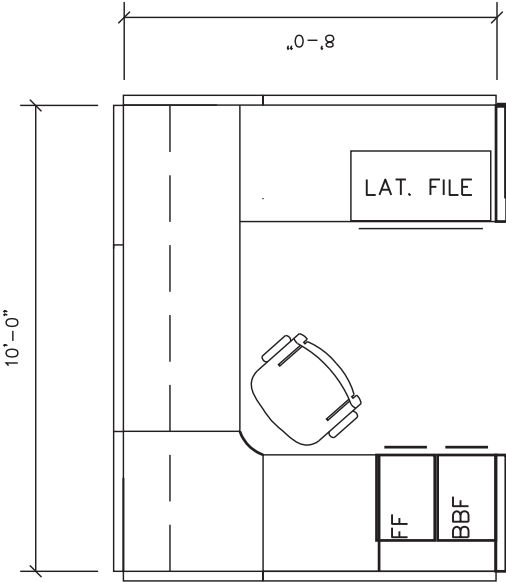
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
- ☐
- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	ENGINEERING
SPACE TYPE	WORKSTATION
AREA REQUIRED	80 SF
SHEET TITLE	W-80

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INDIVIDUAL WORKSPACE PROGRAMMING FORM



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Interior Design
Engineering

Boorman
Kroos
Vogel
Group
Inc.

222 North Second Street
Minneapolis, MN 55401
Telephone: 612.339.3752
Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

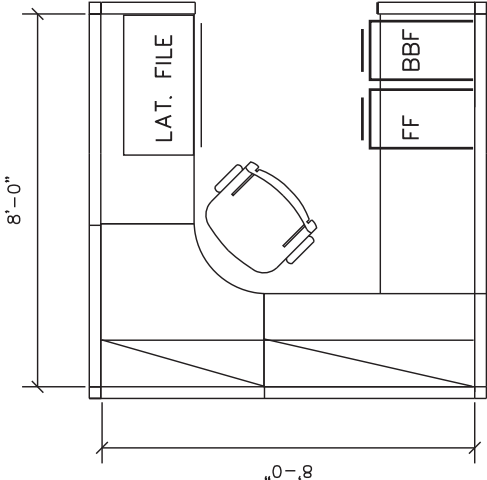
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
- ☐
- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



DEPARTMENT	ENGINEERING
SPACE TYPE	WORKSTATION
AREA REQUIRED	64 SF
SHEET TITLE	W-64

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SCALE: 1/4"=1'-0"

SUPPORT SPACE PROGRAMMING FORM



Architecture
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PROJECT TITLE

MILLWORK REQUIREMENTS:

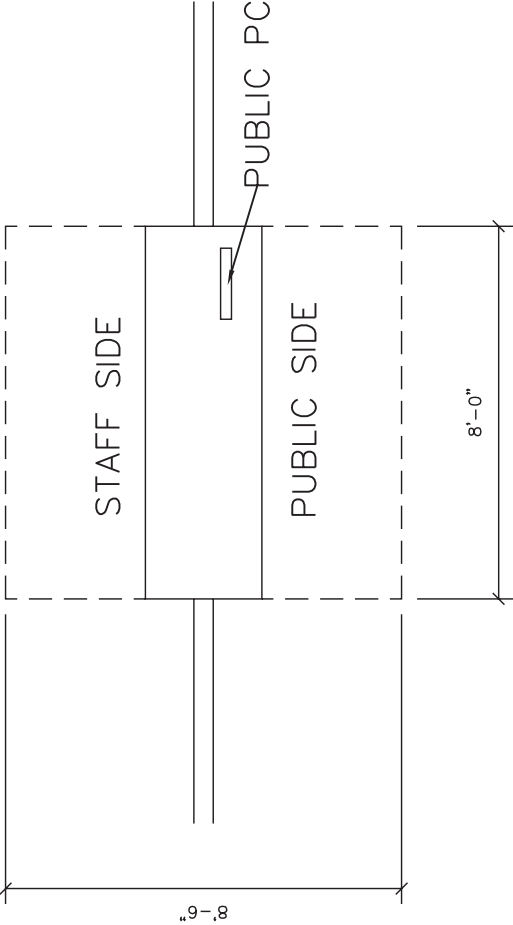
- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
 - ☐ LOCKABLE CABINETS
 - ☐ LOCKABLE ROOM
- PRIVACY REQUIREMENTS:
- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
 - ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	ENGINEERING
SPACE TYPE	PUBLIC SERVICE COUNTER
AREA REQUIRED	68 SF
SHEET TITLE	A-68

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Minneapolis, MN 55401
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PROJECT TITLE

MILLWORK REQUIREMENTS:

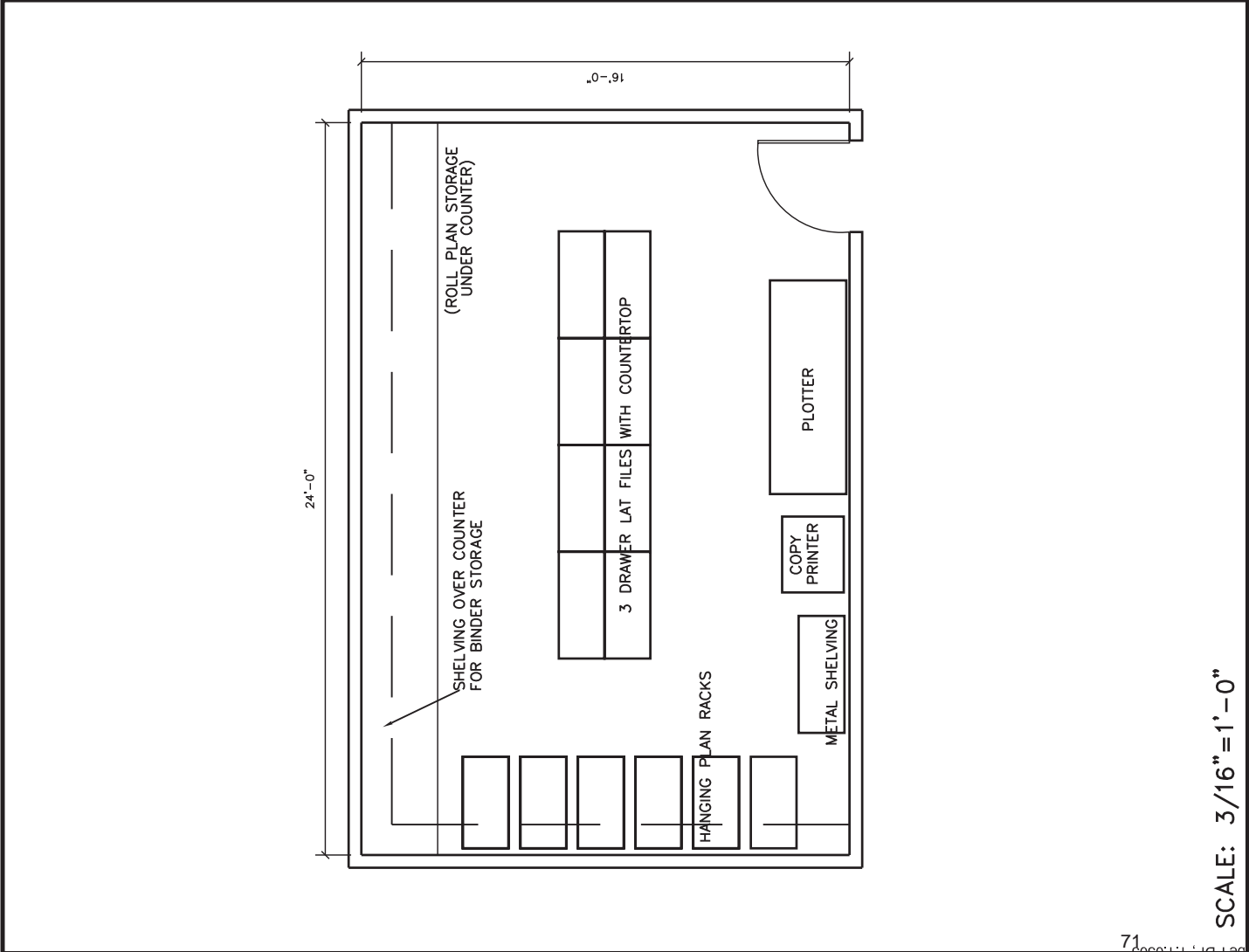
- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER

SECURITY REQUIREMENTS:

- ☐ NONE
 - ☐ LOCKABLE CABINETS
 - ☐ LOCKABLE ROOM
- PRIVACY REQUIREMENTS:
- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
 - ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 3/16"=1'-0"

DEPARTMENT	ENGINEERING
SPACE TYPE	PLAN ROOM / LIBRARY
AREA REQUIRED	384 SF
SHEET TITLE	R-384

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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

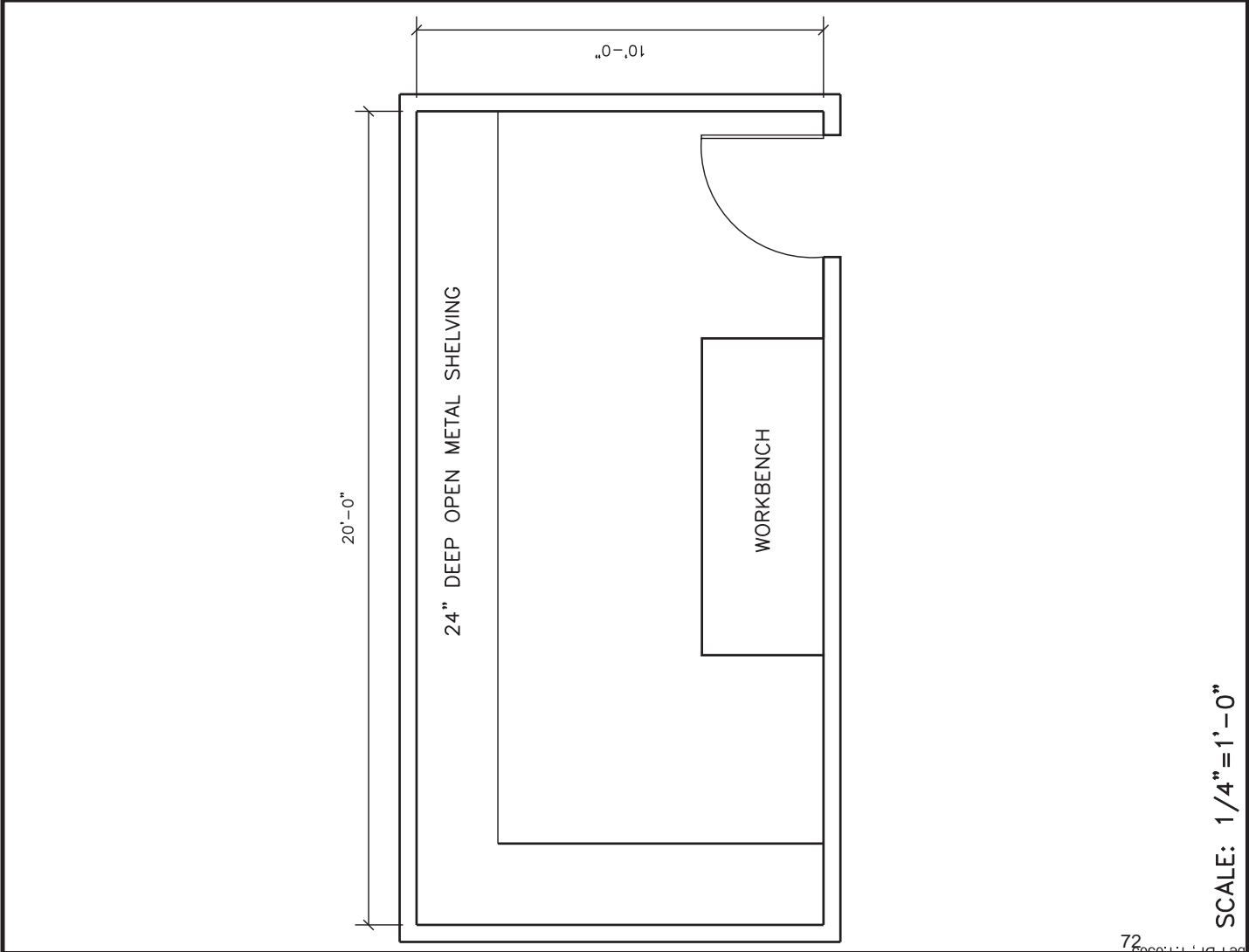
- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



DEPARTMENT	ENGINEERING
SPACE TYPE	BUILDING MAINTENANCE WOK/STORAGE
AREA REQUIRED	200 SF
SHEET TITLE	R-200

INDIVIDUAL WORKSPACE PROGRAMMING FORM



Architecture
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Boorman
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Vogel
Group
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222 North Second Street
Minneapolis, MN 55401
Telephone: 612.339.3752
Facsimile: 612.339.6212
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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

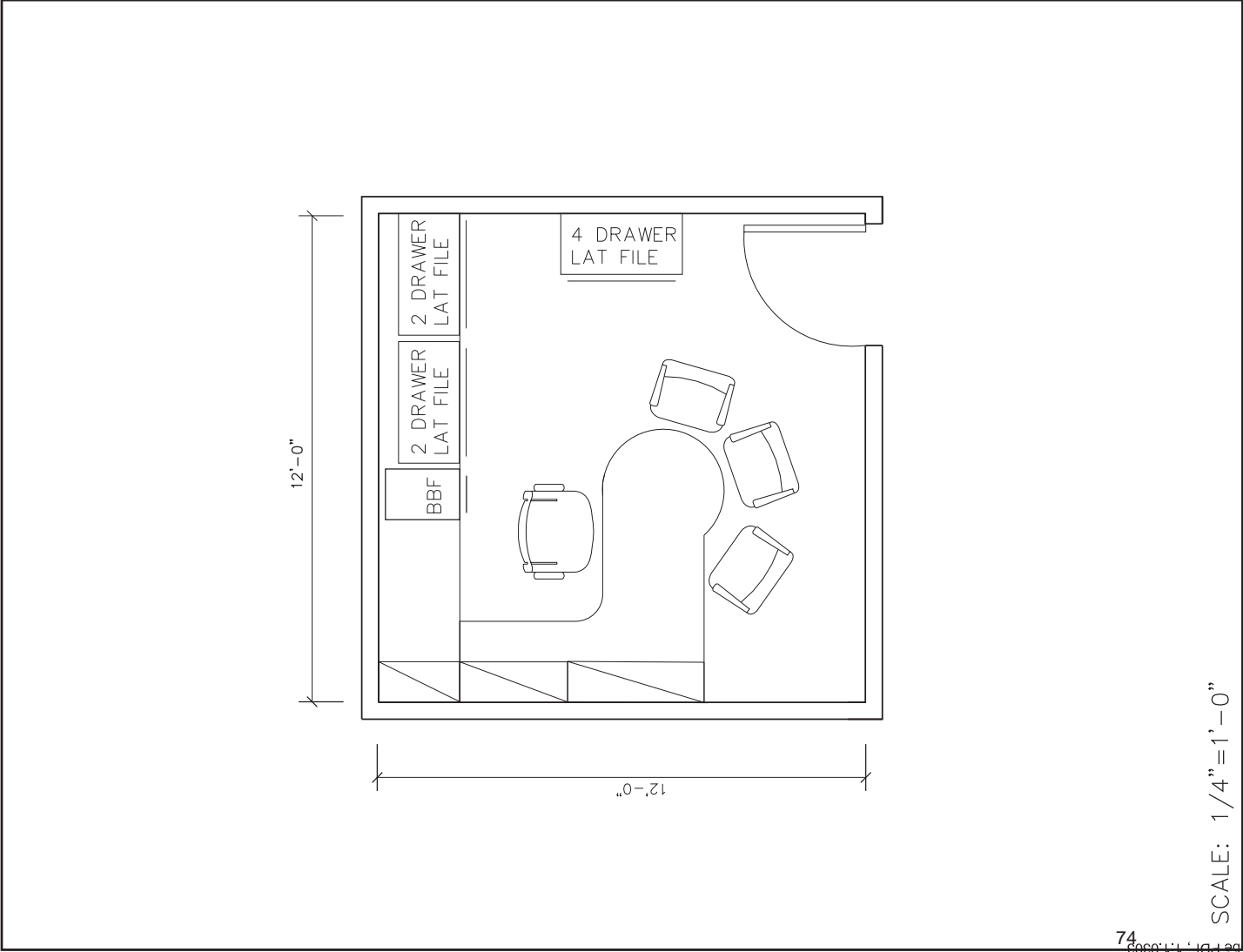
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
- ☐
- ☐
- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	SPACE TYPE	AREA REQUIRED	SHEET TITLE
FINANCE	PRIVATE OFFICE	144 SF	O-144

INDIVIDUAL WORKSPACE PROGRAMMING FORM



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Vogel
Group
Inc.

222 North Second Street
Minneapolis, MN 55401
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Facsimile: 612.339.6212
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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

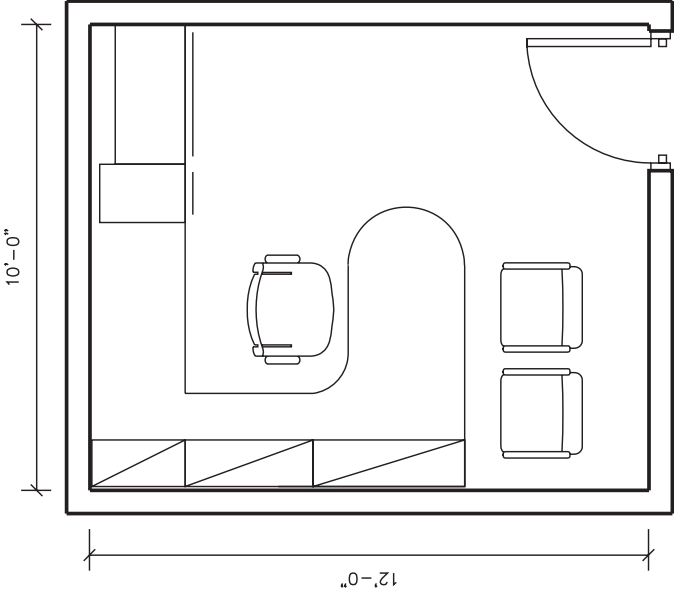
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	FINANCE
SPACE TYPE	PRIVATE OFFICE
AREA REQUIRED	120 SF
SHEET TITLE	O-120

INDIVIDUAL WORKSPACE PROGRAMMING FORM



Architecture
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Boorman
Kroos
Vogel
Group
Inc.

222 North Second Street
Minneapolis, MN 55401
Telephone: 612.339.3752
Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

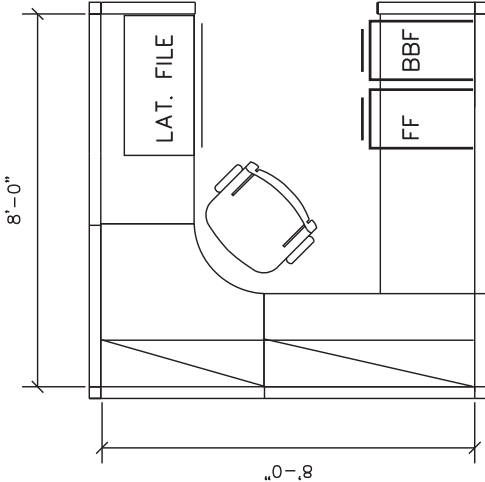
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
- ☐
- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



DEPARTMENT	FINANCE
SPACE TYPE	WORKSTATION
AREA REQUIRED	64 SF
SHEET TITLE	W-64

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SCALE: 1/4"=1'-0"

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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

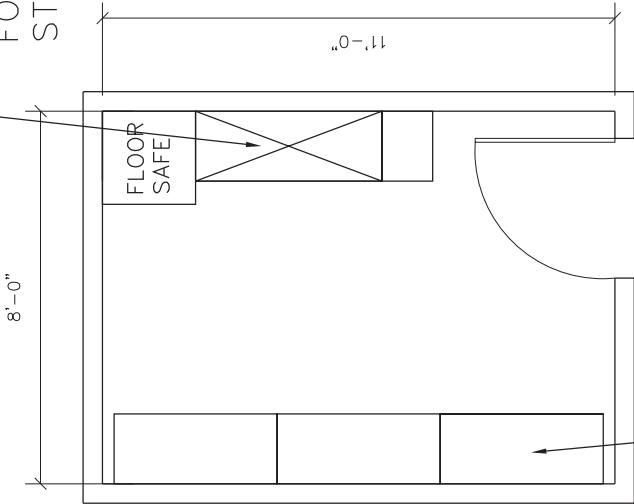
SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW

18" DEEP OPEN
METAL SHELVING
FOR BANKER BOX
STORAGE



42" WIDE
LAT FILES

SCALE: 1/4" = 1'-0"

DEPARTMENT	SPACE TYPE	AREA REQUIRED	SHEET TITLE
FINANCE	SECURED FILE STORAGE	88 SF	R-88

COMMISSION NO.

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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

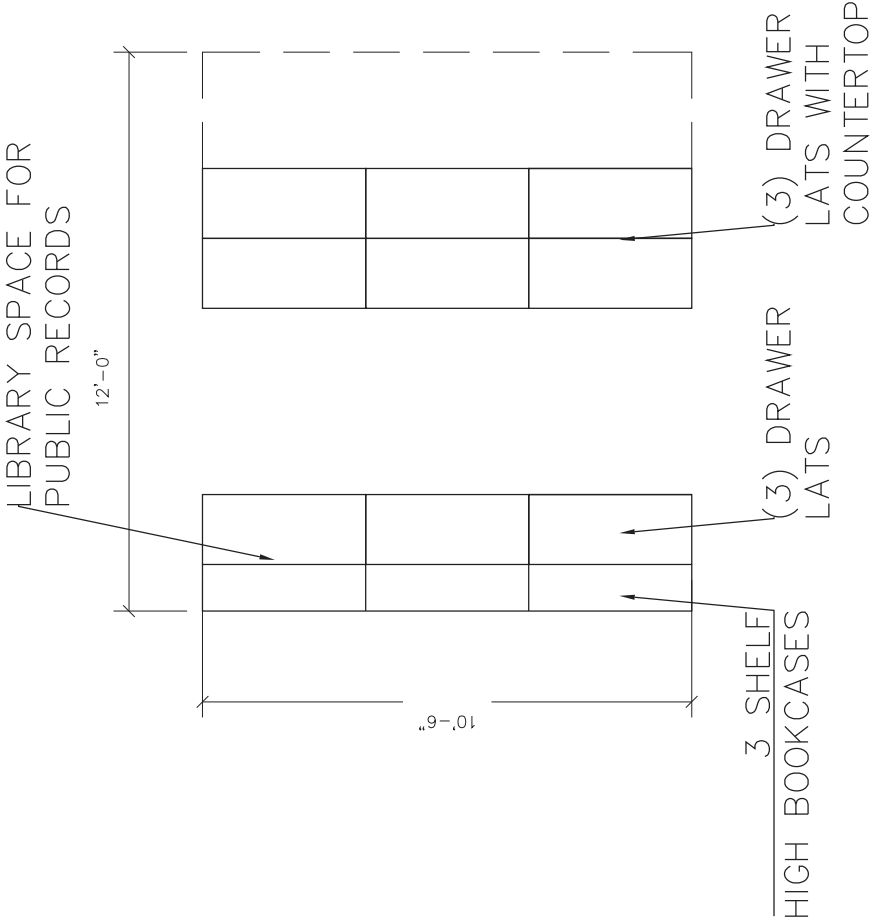
- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	FINANCE
SPACE TYPE	CENTRAL FILE AREA
AREA REQUIRED	126 SF
SHEET TITLE	A-126

SUPPORT SPACE PROGRAMMING FORM



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Group
Inc.

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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

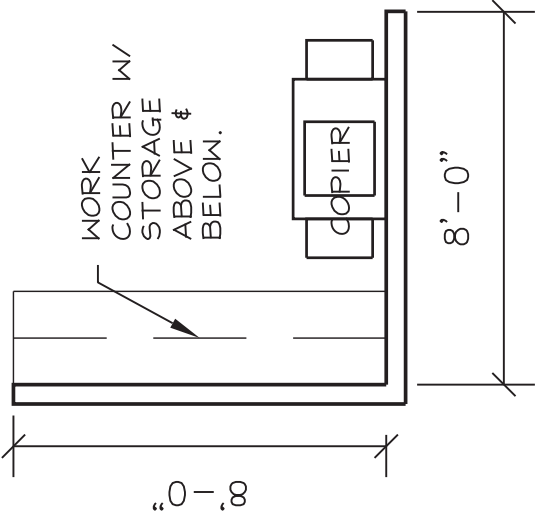
- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	FINANCE	SPACE TYPE	COPY/WORK AREA	AREA REQUIRED	64 SF	SHEET TITLE	A-64
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City of West St. Paul, MN			SPACE ANALYSIS FORM										SUMMARY TOTALS	
Program			Q:\PROJ\1848.01\pro\1848-01-program-draft										COMM.#: 1848.01	
SPACE NEEDS PROGRAM			BKV GROUP											
SPACE SHEET CODE	DEPARTMENT:	INFORMATION TECHNOLOGY	TOTAL PERSONNEL SPACES REQ'D				PROG. SF UNIT	USABLE AREA REQUIRED				COMMENTS		
			2011	5-YR.	10-YR.	15-YR.		2011 PROPOSED	5-YR. PROJECTED	10-YR. PROJECTED	15-YR. PROJECTED			
Personnel Spaces														
W-80	IT Manager- Mark Kellogg		1	1	1	1	80	80	80	80	80	private shared ws		
W-80	Desktop Specialist- Tracy Vener		1	1	1	1	80	80	80	80	80	private shared ws		
W-80	Future Web Specialist		-	1	1	1	80	-	80	80	80			
Subtotal, Personnel Spaces			2	3	3	3		160	240	240	240			
Departmental Spaces														
R-150	Receiving/Workbench Room		1	1	1	1	150	150	150	150	150			
	Server Room		1	1	1	1	-	-	-	-	-	See Building Support		
	Subtotal, Departmental Spaces		2	2	2	2		150	150	150	150			
TOTAL SPACES:			4	5	5	5								
Total Net SF								310	390	390	390			
Efficiency Factor							25%	103	130	130	130			
TOTAL PROPOSED USABLE SF							413	520	520	520	520			
TOTAL EXISTING USABLE SF														
DIFFERENCE							(413)	(520)	(520)	(520)	(520)			

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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
☐ WORKSTATION
☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

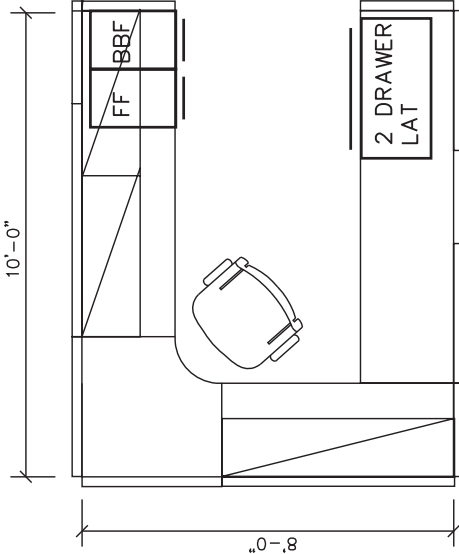
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
☐ OPEN SHELVING
☐ CLOSED SHELVING
☐ TASK LIGHT
☐ TACKBOARD
☐ PAPER MANAGEMENT
☐ KEYBOARD TRAY
☐ MONITOR ARM
☐ DRY ERASE MARKER BOARD
☐ STORAGE TOWER
☐ LATERAL FILE
☐ BOX/BOX/FILE: QTY
☐ FILE/FILE: QTY
☐ CONFERENCE TABLE
☐ GUEST SEATING: QTY
☐ OTHER

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
☐ FLAT PANEL MONITOR
☐ LAPTOP
☐ SCANNER
☐ FAX
☐ PHONE
☐ PRINTER
☐ OTHER:

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	INFORMATION TECHNOLOGY
SPACE TYPE	WORKSTATION
AREA REQUIRED	80 SF
SHEET TITLE	W-80

SUPPORT SPACE PROGRAMMING FORM



Architecture
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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

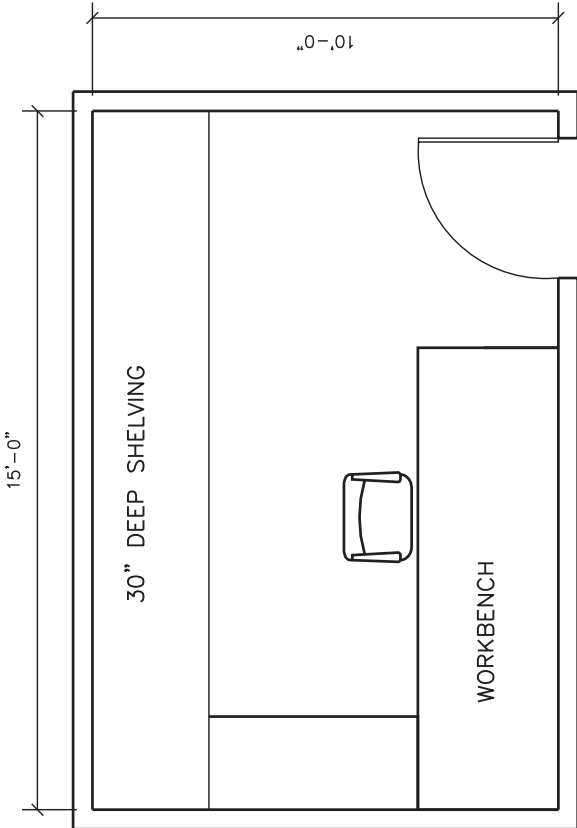
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- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	INFORMATION TECHNOLOGY
SPACE TYPE	IT WORK ROOM
AREA REQUIRED	150 SF
SHEET TITLE	R-150

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City of West St. Paul, MN			SPACE ANALYSIS FORM								SUMMARY TOTALS				
Program			Q:\PROJ\1848.01\pro\1848-01-program-draft											COMM.#: 1848.01	
SPACE NEEDS PROGRAM														BKV GROUP	
SPACE SHEET CODE	DEPARTMENT:	PUBLIC WORKS / PARKS	TOTAL PERSONNEL SPACES REQ'D				PROG. SF UNIT	USABLE AREA REQUIRED				COMMENTS			
			2011	5-YR.	10-YR.	15-YR.		2011 PROPOSED	5-YR. PROJECTED	10-YR. PROJECTED	15-YR. PROJECTED				
Personnel Spaces															
O-144	PW/Parks Dir/City Engineer- Matt Saam														
W-64	Park/Rec Supt- Dave Schletty														
W-64	PW/Parks Secretary- Sharon Hatfield														
			2	2	2	2	144	-	-	-	-	-	See Engineering parks		
							64	64	64	64	64	64	parks		
							64	64	64	64	64	64			
Subtotal, Personnel Spaces			2	2	2	2		128	128	128	128	128			
Departmental Spaces															
A-68	Parks Service Counter														
A-60	Parks file area														
R-120	Parks storage														
A-64	shared copy area														
			3	3	3	3	68	68	68	68	68	68	currently too low, part of Sharon's station		
							60	60	60	60	60	60	(4) 4 dr verts		
							120	120	120	120	120	120	8 x 15 storage in basement		
							64	64	64	64	64	64			
Subtotal, Departmental Spaces			3	3	3	3		248	248	248	248	248			
TOTAL SPACES:			5	5	9	9									
Total Net SF															
Efficiency Factor							25%								
TOTAL PROPOSED USABLE SF								376	376	376	376	376			
								125	125	125	125	125			
TOTAL EXISTING USABLE SF								501	501	501	501	501			
DIFFERENCE								(501)	(501)	(501)	(501)	(501)			

INDIVIDUAL WORKSPACE PROGRAMMING FORM



Architecture
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Engineering

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Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

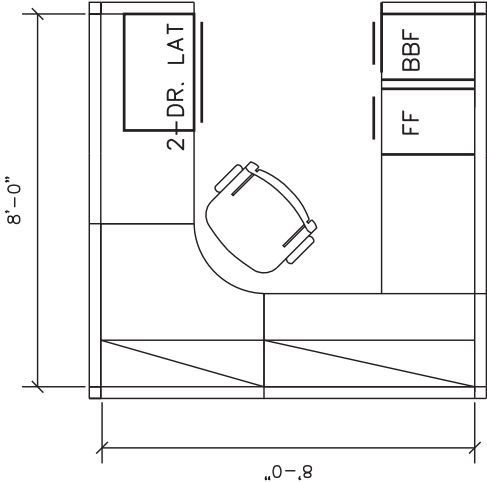
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
- ☐
- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



DEPARTMENT	PARKS
SPACE TYPE	WORKSTATION
AREA REQUIRED	64 SF
SHEET TITLE	W-64

SUPPORT SPACE PROGRAMMING FORM



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Facsimile: 612.339.6212
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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

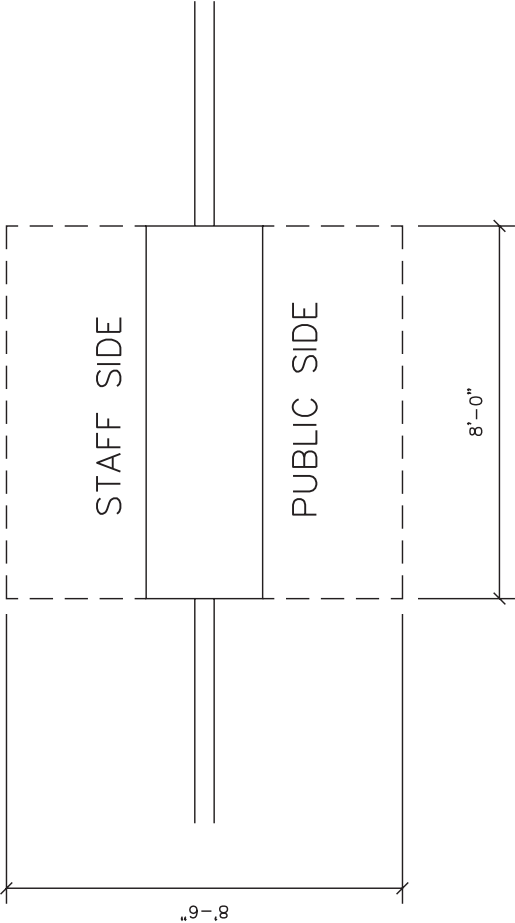
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- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING QTY
- ☐ MARKER BOARD:
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	PARKS
SPACE TYPE	PUBLIC SERVICE COUNTER
AREA REQUIRED	68 SF
SHEET TITLE	A-68

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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

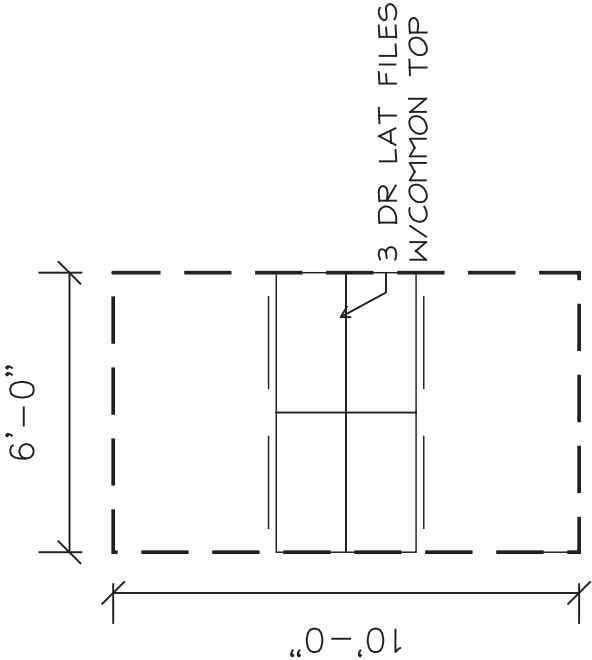
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- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	SPACE TYPE	AREA REQUIRED	SHEET TITLE
PARKS	ACTIVE FILE STORAGE	60 SF	A-60

SUPPORT SPACE PROGRAMMING FORM



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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

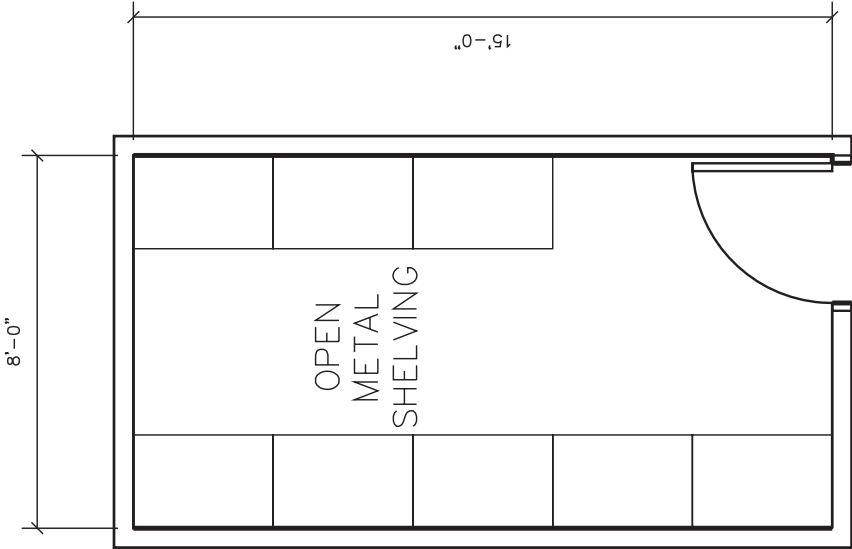
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- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	SPACE TYPE	AREA REQUIRED	SHEET TITLE
PARKS	PARKS STORAGE	120 SF	R-120

SUPPORT SPACE PROGRAMMING FORM



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Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

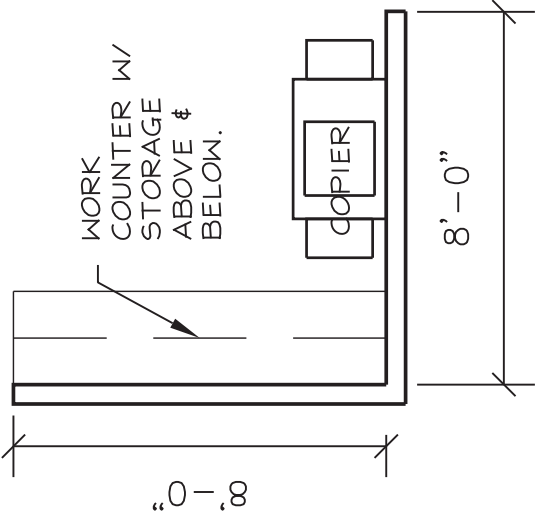
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- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	PARKS	SPACE TYPE	COPY/WORK AREA	AREA REQUIRED	SF	SHEET TITLE	A-64
					64		

Tab 5

Police Station Architectural Space Program & Standards

The following spreadsheets outline the programmed building area requirements for the Police Station and all of its departments in detail. The programmed area indicated for each space is based on area calculations related to the Space Standard diagrams included in this report.

The following diagrams illustrate the space needs for the Police Station and all of its departments. The diagrams are not intended to be final designs, but are instead provided to identify functional requirements and to determine usable square footage requirements accurately. The areas represented by these Space Standards are used in the area calculations provided within this report.

City of West St. Paul, MN Program			SPACE ANALYSIS FORM							SUMMARY TOTALS				
SPACE NEEDS PROGRAM			Q:\PROJ\1848.01\pro\1848.01-program-draft										COMM.#: 1848.01	BKV GROUP
SPACE SHEET CODE	DEPARTMENT:	POLICE ADMINISTRATION	TOTAL PERSONNEL SPACES REQ'D			PROG. SF UNIT	USABLE AREA REQUIRED				COMMENTS	BKV GROUP		
			2011	5-YR.	10-YR.		15-YR.	2011 PROPOSED	5-YR. PROJECTED	10-YR. PROJECTED			15-YR. PROJECTED	
Personnel Spaces														
O-216	Chief, Manila Shaver		1	1	1	1	216	216	216	216	216	in Investigations		
O-144	Administrative Lt, Matt Swenke		1	1	1	1	-	-	-	-	-			
W-64	Lead Secretary, Christine Waltz		1	1	1	1	64	64	64	64	64			
W-64	Secretary, Karen Shewchuk		1	1	1	1	64	64	64	64	64			
W-64	PT Secretary, Jerri Schmidt		1	1	1	1	64	64	64	64	64	needs acoustical privacy		
W-64	Data Entry, Steve Sudeith		1	1	1	1	64	64	64	64	64			
O-120	Future Crime Analyst		-	1	1	1	120	120	120	120	120			
W-64	Future Clerical		-	-	2	2	64	-	-	128	128			
O-120	Crime Prevention, Laura Vaughn		1	1	1	1	120	120	120	120	120	needs a locker, no workspace		
	Drug Task Force, Andy Gubash		1	1	1	1	-	-	-	-	-			
Subtotal, Personnel Spaces			8	9	11	11		592	712	840	840			
Departmental Spaces														
A-68	Public Counter		1	1	1	1	68	68	68	68	68	vertical file room- about 20 verts-future pro		
R-162	Central File/Records Room		1	1	1	1	162	162	162	162	162	copy/fax/ptr/typewriter- counters		
R-120	Copy/Work room		1	1	1	1	120	120	120	120	120	see bldg support		
A-80	Conference Room		1	1	1	1	-	-	-	-	-			
A-80	Coffee / Coats		1	1	1	1	80	80	80	80	80	locate in squad room		
	Mail		1	1	1	1	-	-	-	-	-	room with open metal shelving		
R-100	Storage		1	1	1	1	100	100	100	100	100	qty basement space-not accessed much		
R-320	Archive Storage		1	1	1	1	576	576	576	576	576			
Subtotal, Departmental Spaces			8	8	8	8		1,106	1,106	1,106	1,106			
TOTAL SPACES:			16	17	19	19								
Total Net SF								1,698	1,818	1,946	1,946			
Efficiency Factor							25%	566	606	649	649			
TOTAL PROPOSED USABLE SF								2,264	2,424	2,595	2,595			
TOTAL EXISTING USABLE SF														
DIFFERENCE							(2,264)	(2,424)	(2,595)	(2,595)	(2,595)			

INDIVIDUAL WORKSPACE PROGRAMMING FORM



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Telephone: 612.339.3752
Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

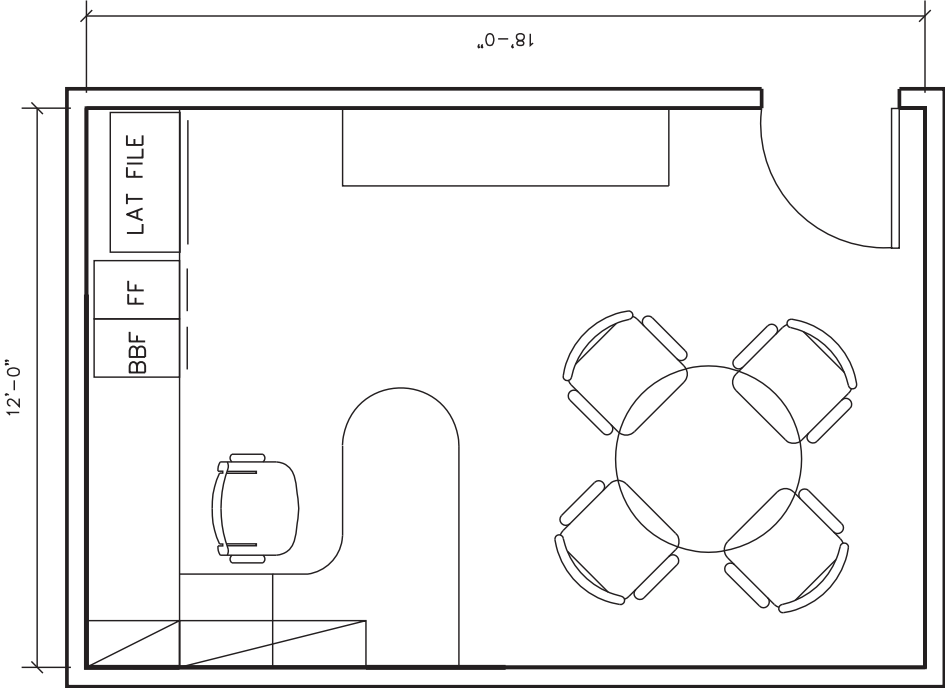
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	POLICE ADMINISTRATION
SPACE TYPE	PRIVATE OFFICE
AREA REQUIRED	216 SF
SHEET TITLE	0-216

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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

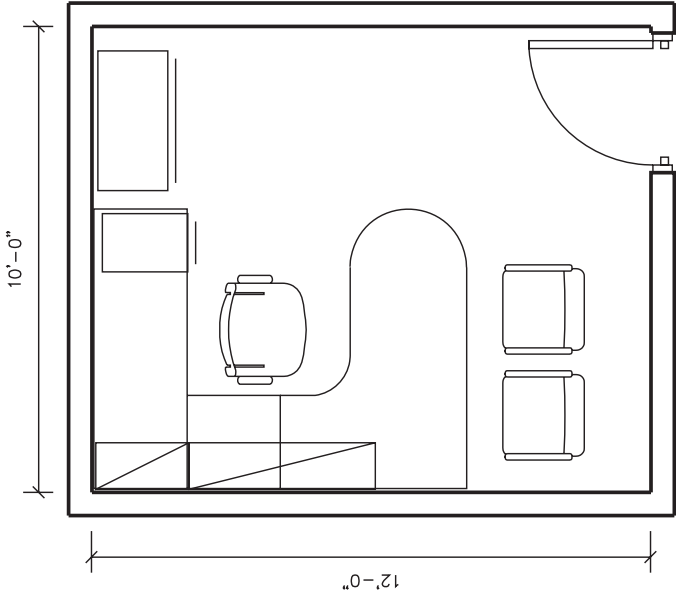
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
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- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
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- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	POLICE ADMINISTRATION
SPACE TYPE	PRIVATE OFFICE
AREA REQUIRED	120 SF
SHEET TITLE	O-120

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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

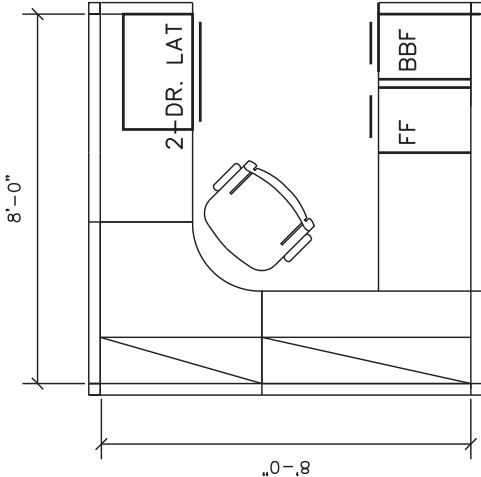
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
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- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
- ☐
- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	POLICE ADMINISTRATION
SPACE TYPE	WORKSPACE
AREA REQUIRED	64 SF
SHEET TITLE	W-64

SUPPORT SPACE PROGRAMMING FORM



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PROJECT TITLE

MILLWORK REQUIREMENTS:

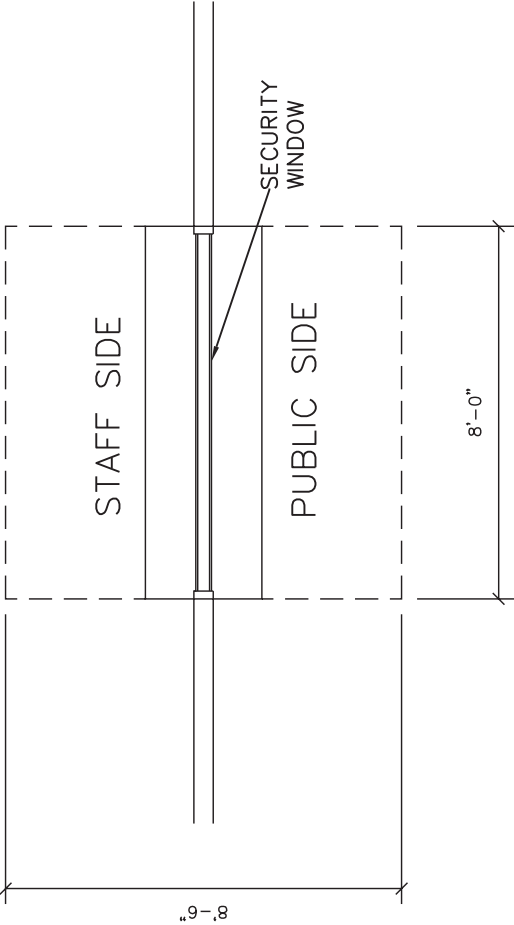
- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
 - ☐ LOCKABLE CABINETS
 - ☐ LOCKABLE ROOM
- PRIVACY REQUIREMENTS:
- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
 - ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	POLICE ADMINISTRATION
SPACE TYPE	PUBLIC SERVICE COUNTER
AREA REQUIRED	68 SF
SHEET TITLE	A-68

SUPPORT SPACE PROGRAMMING FORM



Architecture
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Vogel
Group
Inc.

222 North Second Street
Minneapolis, MN 55401
Telephone: 612.339.3752
Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

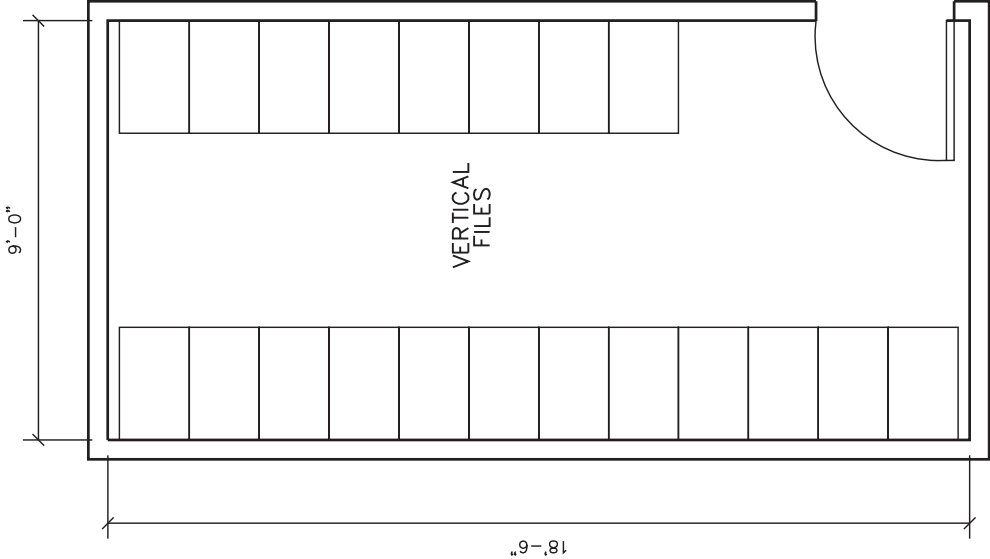
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- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	POLICE ADMINISTRATION
SPACE TYPE	CENTRAL FILE - RECORDS ROOM
AREA REQUIRED	167 SF
SHEET TITLE	R-167

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Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

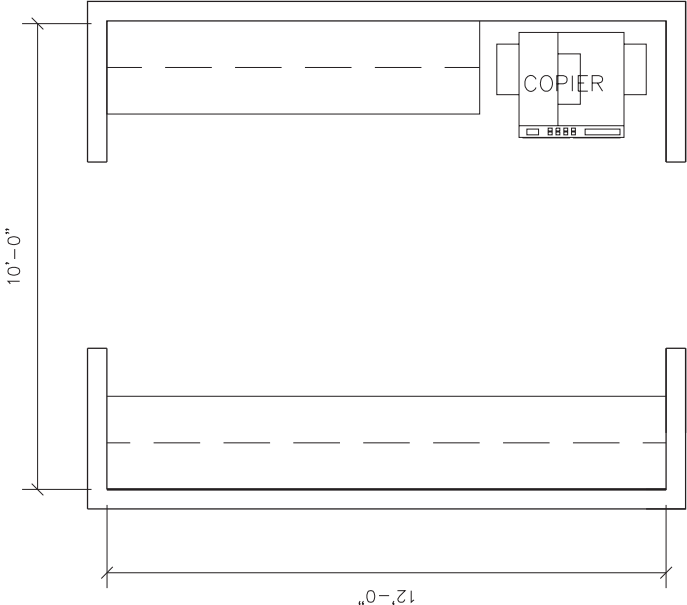
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- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
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SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



DEPARTMENT	POLICE ADMINISTRATION
SPACE TYPE	COPYROOM/SUPPLY STORAGE
AREA REQUIRED	120 SF
SHEET TITLE	R-120

SCALE: 1/4"=1'-0"

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Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

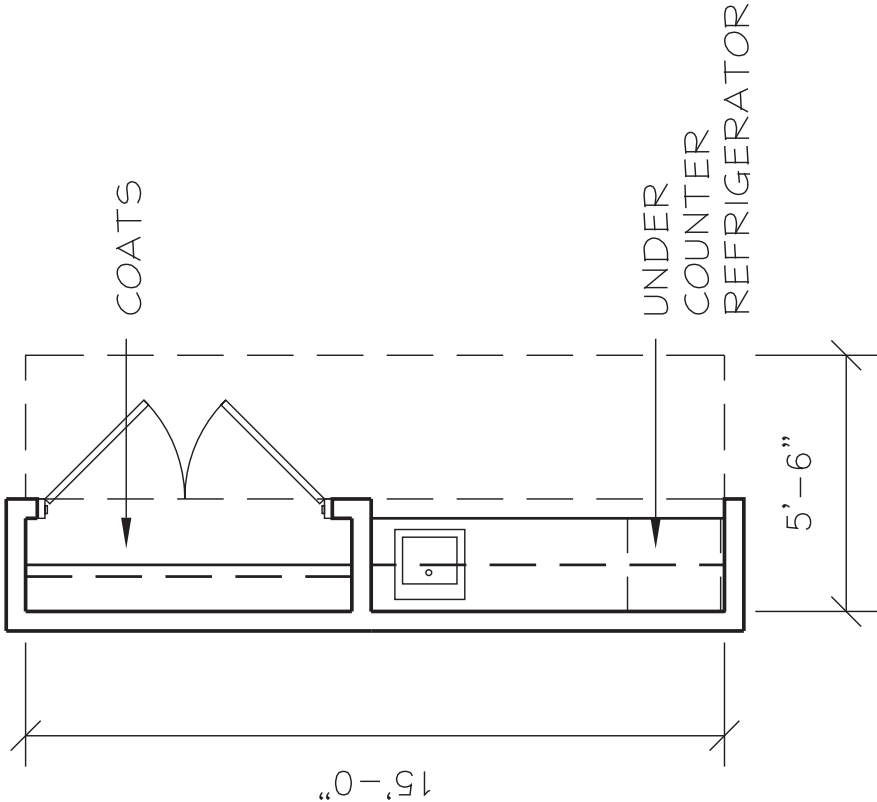
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- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
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- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/8"=1'-0"

DEPARTMENT	POLICE ADMINISTRATION
SPACE TYPE	COFFEE / COATS
AREA REQUIRED	80 SF
SHEET TITLE	A-80

SUPPORT SPACE PROGRAMMING FORM



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Engineering

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222 North Second Street
Minneapolis, MN 55401
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Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

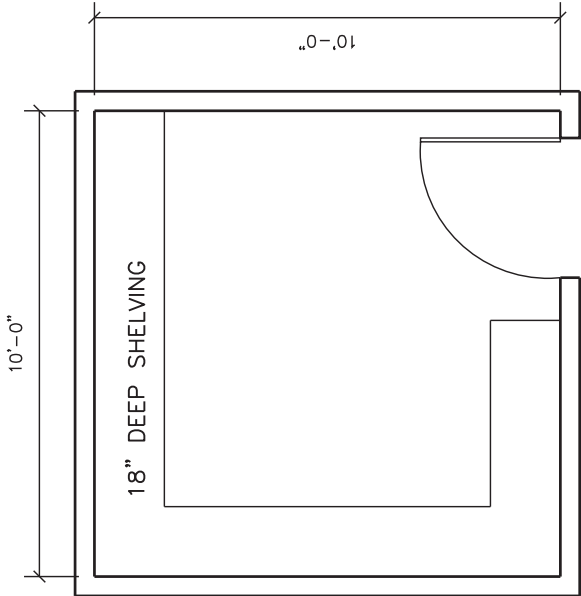
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- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
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- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
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- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	POLICE ADMINISTRATION
SPACE TYPE	STORAGE
AREA REQUIRED	100 SF
SHEET TITLE	A-100

SUPPORT SPACE PROGRAMMING FORM



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Engineering

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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

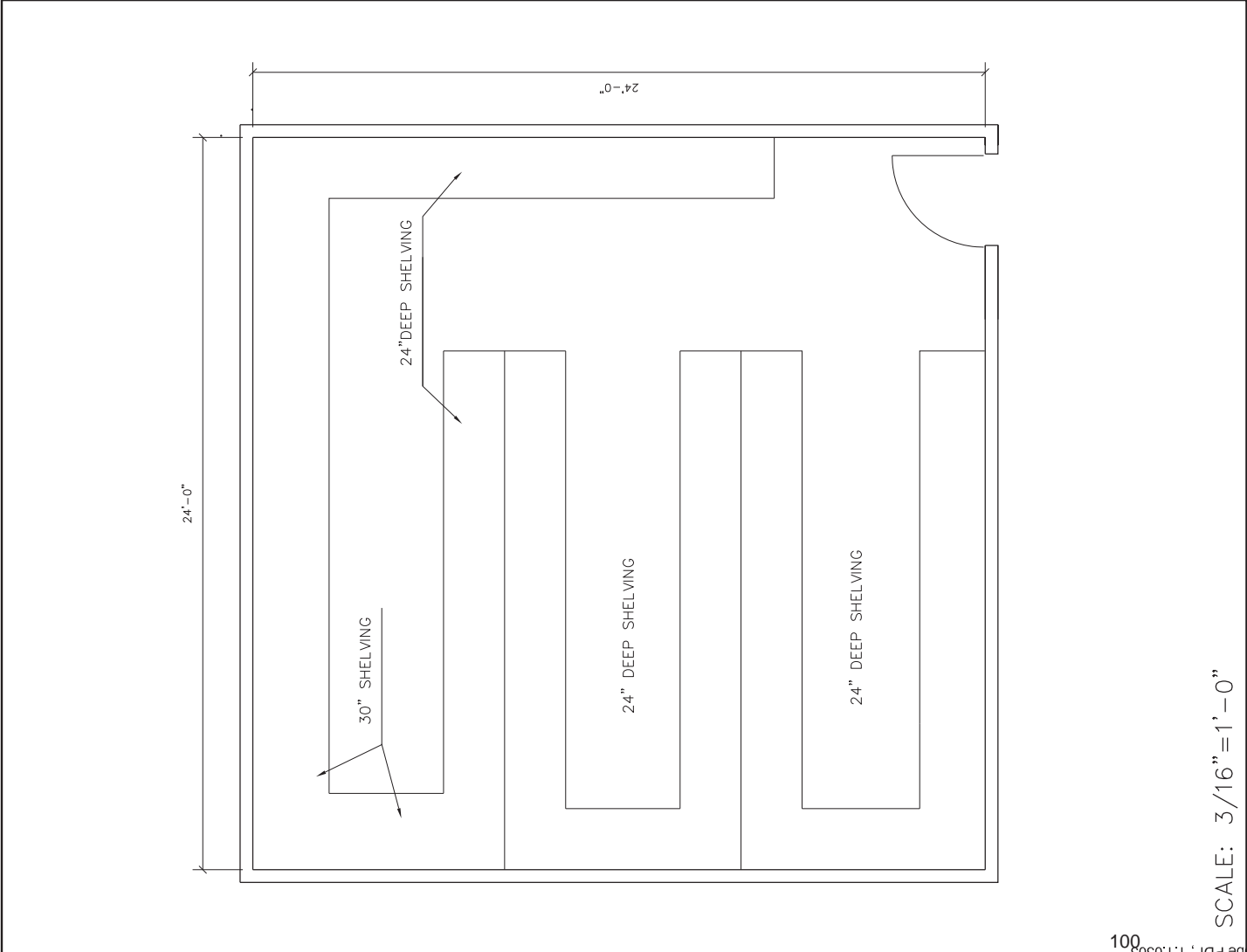
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- ☐ FAX
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- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 3/16"=1'-0"

DEPARTMENT	POLICE ADMINISTRATION
SPACE TYPE	STORAGE ARCHIVE
AREA REQUIRED	576 SF
SHEET TITLE	R-576

COMMISSION NO.

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City of West St. Paul, MN Program			SPACE ANALYSIS FORM										SUMMARY TOTALS		
SPACE NEEDS PROGRAM													Q:\PROJ\1848.01\pro\1848.01-program-draft		
													COMM.#: 1848.01		
													BKV GROUP		
SPACE SHEET CODE	DEPARTMENT:		TOTAL PERSONNEL SPACES REQ'D			PROG. SF UNIT	USABLE AREA REQUIRED			2011 PROPOSED	5-YR. PROJECTED	10-YR. PROJECTED	15-YR. PROJECTED	COMMENTS	
	PATROL		2011	5-YR.	10-YR.	15-YR.									
Personnel Spaces															
O-168	Operational Lt. , Brian Sturgeon		1	1	1	1	168	168	168	168	168	168	168		
	Patrol Sgt. Brent Nagel		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Sgt. Tom Fangel		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Sgt. John Hinderscheid		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Sgt. Dan Weber		1	1	1	1	-	-	-	-	-	-	-		
	Future Sgt		-	-	-	-	-	-	-	-	-	-	-		
	Patrol Officer, Greg Altman		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Officer, Tom Braucks		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Officer, Dan Cook		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Officer/K-9, Carl Elam		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Officer/MAAg, Jon Forsberg		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Officer, John Casey		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Officer, Jose Marrero		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Officer/Traffic, Sean Melville		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Officer/Parks, Matt Muellner		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Officer, Christina Muellner		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Officer, Kevin O'Neill		1	1	1	1	-	-	-	-	-	-	-		Computer Forensics Specialist
	Patrol Officer, John Reynolds		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Officer/MAAG, Jose Rueda		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Officer, Joe Sass		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Officer, Tim Sewald		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Officer, Curt Walter		1	1	1	1	-	-	-	-	-	-	-		
	Patrol Officer, Phil Windschitl		1	1	1	1	-	-	-	-	-	-	-		
	Future Patrol Officers		-	-	2	2	-	-	-	-	-	-	-		
	Community Service Officer, Margaret Schult		1	1	1	1	64	64	64	64	64	64	64		See Reserves/Comm Serv Room
	Police Reserves		1	1	1	1	-	-	-	-	-	-	-		See Reserves/Comm Serv Room
	Chaplains		1	1	1	1	-	-	-	-	-	-	-		
Subtotal, Personnel Spaces			25	25	28	28		232	232	232	232	232	232		

City of West St. Paul, MN Program			SPACE ANALYSIS FORM							SUMMARY TOTALS				
SPACE NEEDS PROGRAM			Q:\PROJ\1848.01\proj\1848.01-program-draft										COMM.#: 1848.01	
DEPARTMENT:										BKV GROUP				
SPACE SHEET CODE	PATROL		TOTAL PERSONNEL SPACES REQ'D			PROG. SF UNIT	USABLE AREA REQUIRED			COMMENTS				
			2011	5-YR.	10-YR.		15-YR.	2011 PROPOSED	5-YR. PROJECTED		10-YR. PROJECTED	15-YR. PROJECTED		
Departmental Spaces														
R-384	Shared Sgts Office	1	1	1	1	384	384	384	384	384	384	384	384	one large shared room preferred
R-432	Squad Room	1	1	1	1	432	432	432	432	432	432	432	432	conf set up 8-10- include officer mailbox
W-36	Report Writing Stations- shared	6	6	6	6	36	36	216	216	216	216	216	216	locate adjacent to garage
A-90	Duty Bag Storage/Patrol Supply area	1	1	1	1	90	90	90	90	90	90	90	90	(1) FF per officer
A-150	Central File Area/Officer Storage	1	1	1	1	150	150	150	150	150	150	150	150	shared office space-4 pc stations
R-288	Reserves Room/Community Service volunteer	1	1	1	1	288	288	288	288	288	288	288	288	uniform storage
R-80	Reserves Storage Room	1	1	1	1	80	80	80	80	80	80	80	80	
Subtotal, Departmental Spaces			12	12	12	12	1,640	1,640	1,640	1,640	1,640	1,640	1,640	
TOTAL SPACES:			37	37	40	40								
Total Net SF														
Efficiency Factor							25%	624	624	624	624	624	624	
TOTAL PROPOSED USABLE SF							2,496	2,496	2,496	2,496	2,496	2,496	2,496	
TOTAL EXISTING USABLE SF														
DIFFERENCE							(2,496)	(2,496)	(2,496)	(2,496)	(2,496)	(2,496)	(2,496)	

INDIVIDUAL WORKSPACE PROGRAMMING FORM



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Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

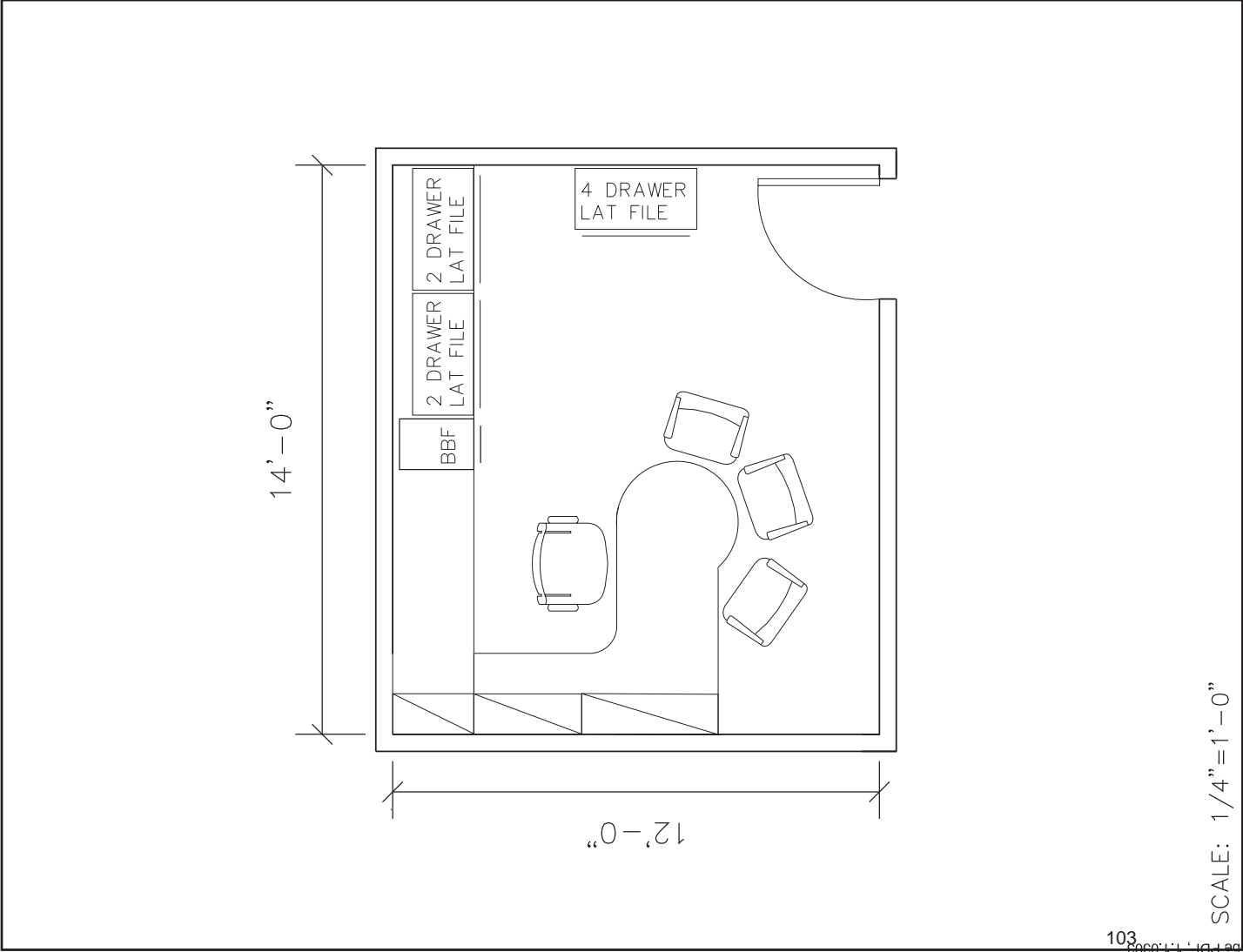
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	PATROL
SPACE TYPE	PRIVATE OFFICE
AREA REQUIRED	168 SF
SHEET TITLE	O-168

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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

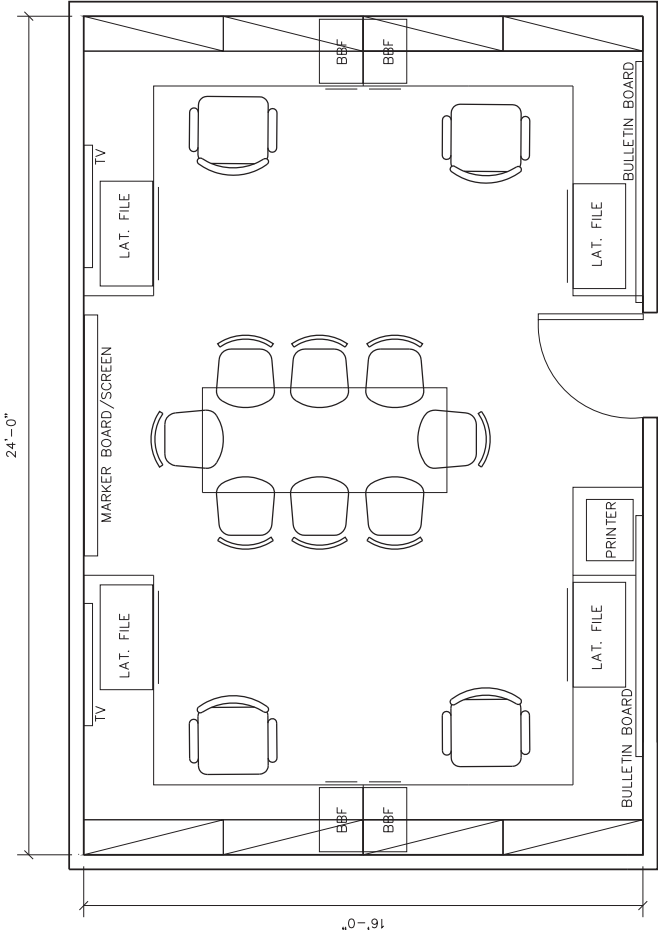
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
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- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
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- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



COMMISSION NO. 1648.01

DEPARTMENT	SPACE TYPE	AREA REQUIRED	SHEET TITLE
PATROL	SHARED SERGEANTS OFFICE	384 SF	O-384

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Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

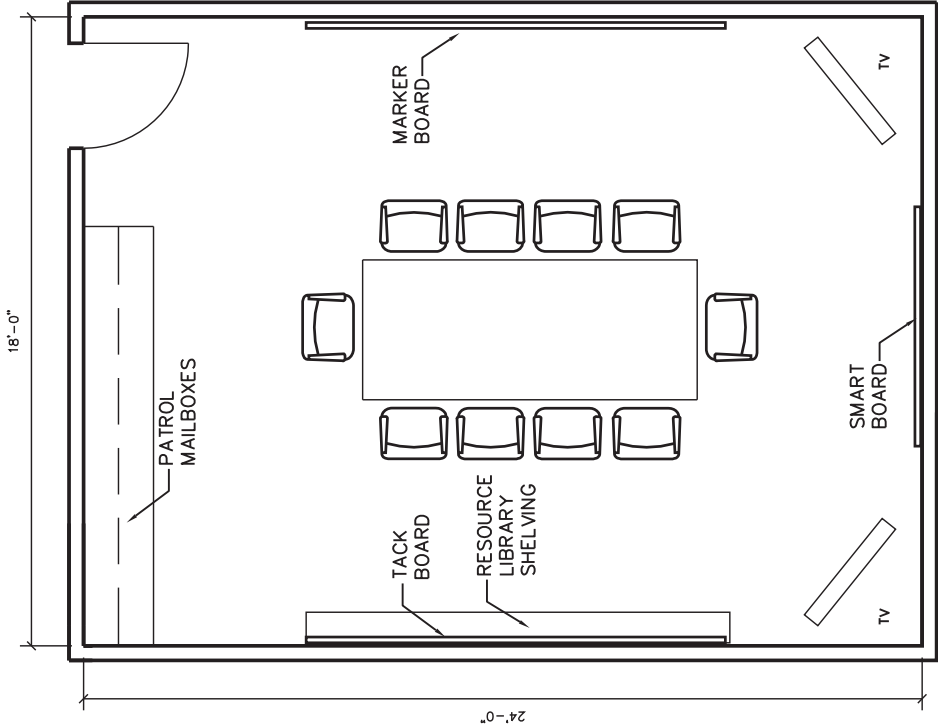
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- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
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- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 3/16"=1'-0"

DEPARTMENT	PATROL
SPACE TYPE	SQUAD ROOM
AREA REQUIRED	432 SF
SHEET TITLE	R-432

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Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

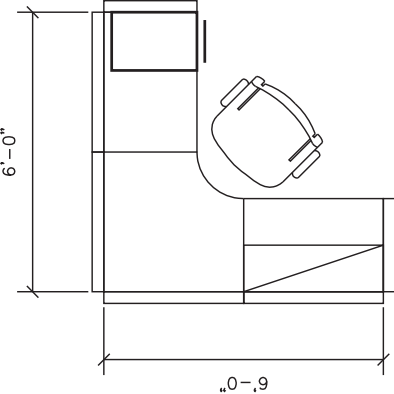
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
- ☐
- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	PATROL
SPACE TYPE	REPORT WRITING STATION
AREA REQUIRED	36 SF
SHEET TITLE	W-36

COMMISSION NO. 1648.01

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Telephone: 612.339.3752
Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

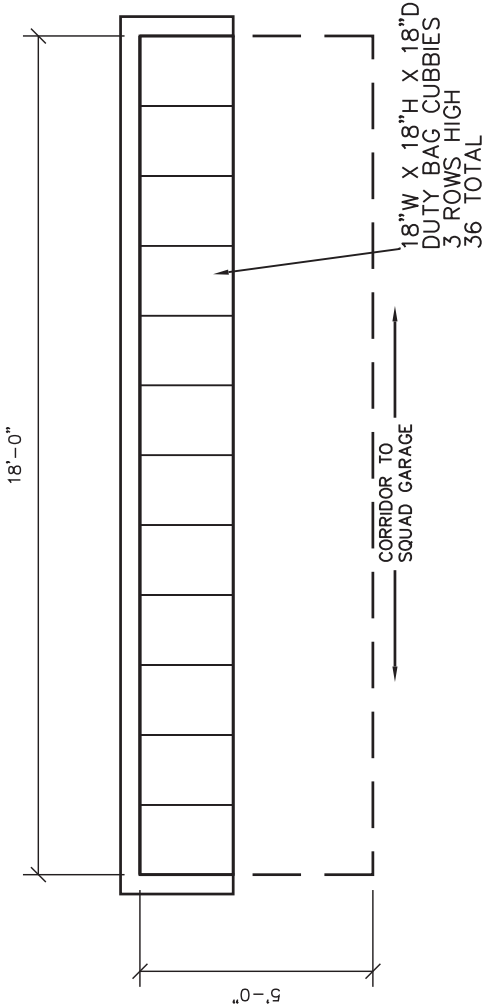
- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	PATROL
SPACE TYPE	DUTY BAG STORAGE
AREA REQUIRED	90 SF
SHEET TITLE	A-90

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Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

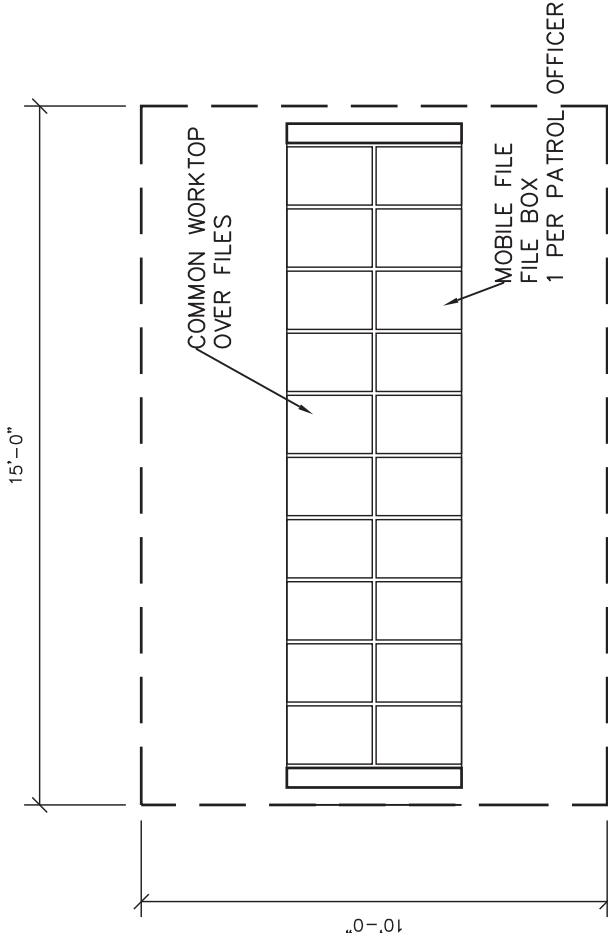
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- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	PATROL
SPACE TYPE	PATROL OFFICER FILE STORAGE
AREA REQUIRED	150 SF
SHEET TITLE	A-150

COMMISSION NO. 1648.01

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Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

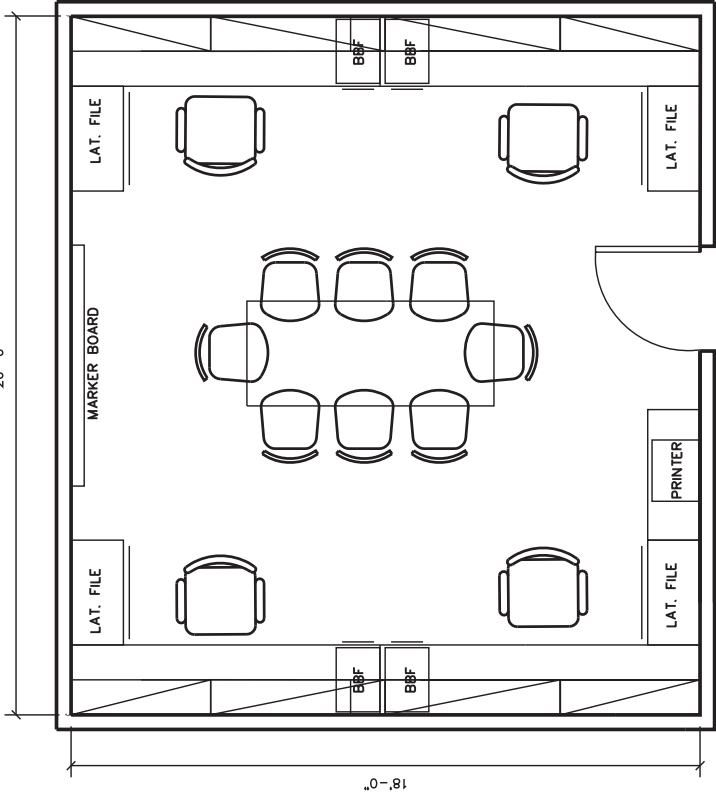
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
- ☐
- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 3/16"=1'-0"

COMMISSION NO. 1648.01

DEPARTMENT	PATROL
SPACE TYPE	RESERVES ROOM
AREA REQUIRED	350 SF
SHEET TITLE	O-350

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Telephone: 612.339.3752
Facsimile: 612.339.6212
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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

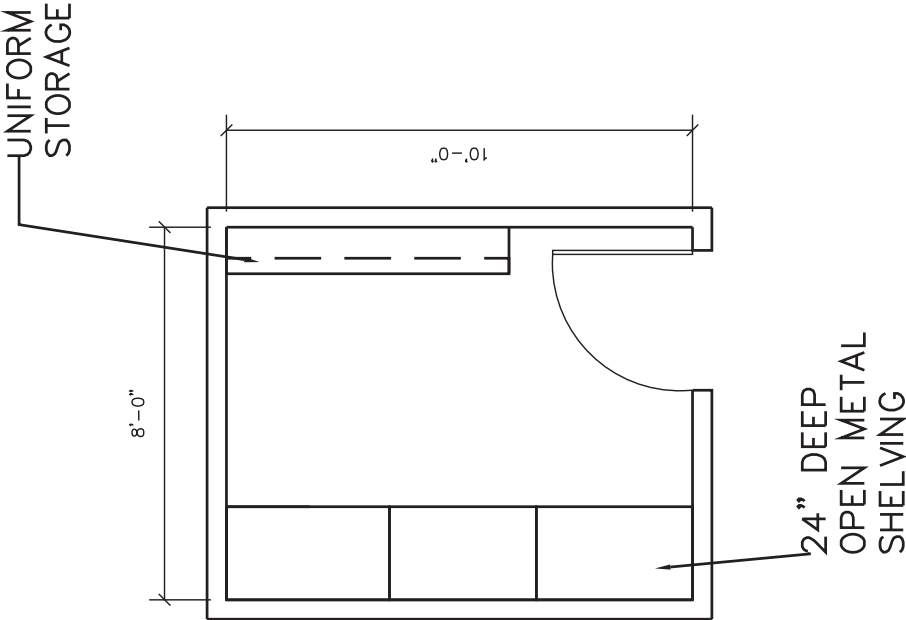
- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	PATROL
SPACE TYPE	RESERVE STORAGE ROOM
AREA REQUIRED	80 SF
SHEET TITLE	R-80

City of West St. Paul, MN			SPACE ANALYSIS FORM										SUMMARY TOTALS	
Program			Q:\PROJ\1848.01\pro\1848-01-program-draft											
SPACE NEEDS PROGRAM			COMM.#: 1848.01										BKV GROUP	
SPACE SHEET CODE	DEPARTMENT:		TOTAL PERSONNEL SPACES REQ'D			PROG. SF	USABLE AREA REQUIRED			2011 PROPOSED	5-YR. PROJECTED	10-YR. PROJECTED	15-YR. PROJECTED	COMMENTS
	POLICE INVESTIGATIONS		2011	5-YR.	10-YR.	15-YR.								
Personnel Spaces														
O-168	Administrative Lt, Matt Swenke		1	1	1	1	168	168	168	168	168	168	168	
O-120	Investigator, Tom Steffen		1	1	1	1	120	120	120	120	120	120	120	
O-120	Investigator, Lisa Zeigler		1	1	1	1	120	120	120	120	120	120	120	
O-120	Investigator, Mike Eberlien		1	1	1	1	120	120	120	120	120	120	120	
O-120	Investigator, Shawna Curtis		1	1	1	1	120	120	120	120	120	120	120	
O-120	Future Investigator		1	1	1	1	120	120	120	120	120	120	120	
W-64	Support Staff/Clerical		1	1	1	1	64	64	64	64	64	64	64	
Subtotal, Personnel Spaces			7	7	7	7		832	832	832	832	832	832	
Departmental Spaces														
R-150	Soft Interview Room		1	1	1	1	150	150	150	150	150	150	150	adjacent to investigations + recording rm
	Kids Area		1	1	1	1	-	-	-	-	-	-	-	See Soft Interview Room
	Public Conference Room		1	1	1	1	-	-	-	-	-	-	-	See bldg support- with recording
R-80	Observation/Recording Room		1	1	1	1	80	80	80	80	80	80	80	
C-280	Conference Room		1	1	1	1	280	280	280	280	280	280	280	white board/smart board- 8-12 person
A-64	copy/printer		1	1	1	1	64	64	64	64	64	64	64	
Subtotal, Departmental Spaces			6	6	6	6		574	574	574	574	574	574	
TOTAL SPACES:			13	13	13	13								
Total Net SF								1,406	1,406	1,406	1,406	1,406	1,406	
Efficiency Factor							25%	469	469	469	469	469	469	
TOTAL PROPOSED USABLE SF								1,875	1,875	1,875	1,875	1,875	1,875	
TOTAL EXISTING USABLE SF														
DIFFERENCE								(1,875)	(1,875)	(1,875)	(1,875)	(1,875)	(1,875)	

INDIVIDUAL WORKSPACE PROGRAMMING FORM



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Inc.

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Minneapolis, MN 55401
Telephone: 612.339.3752
Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

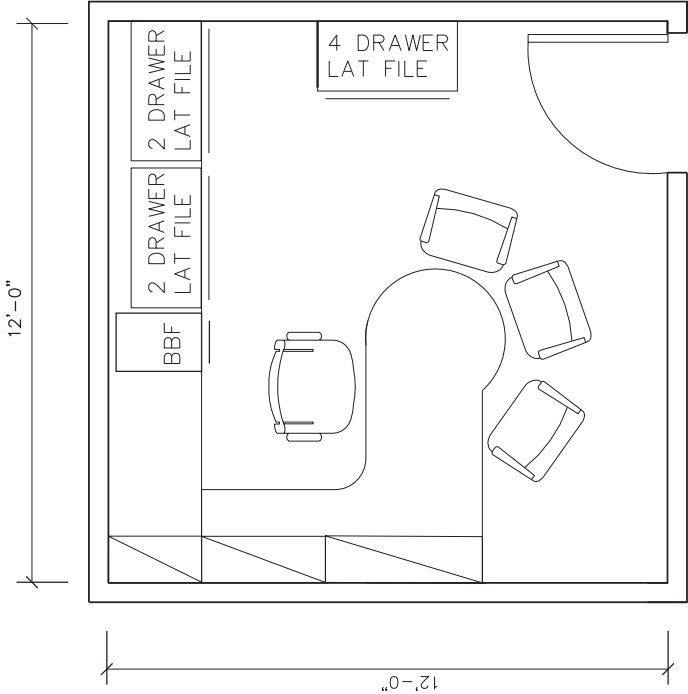
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	PRIVATE OFFICE	AREA REQUIRED	SHEET TITLE
		144 SF	O-144

INDIVIDUAL WORKSPACE PROGRAMMING FORM



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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

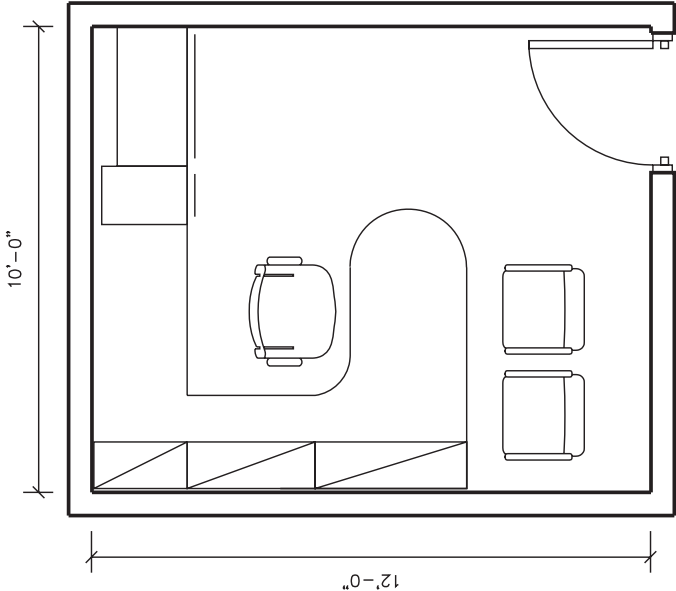
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
- ☐ PAPER MANAGEMENT
- ☐ KEYBOARD TRAY
- ☐ MONITOR ARM
- ☐ DRY ERASE MARKER BOARD
- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER
- ☐
- ☐

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:
- ☐
- ☐
- ☐
- ☐

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	POLICE INVESTIGATIONS
SPACE TYPE	PRIVATE OFFICE
AREA REQUIRED	120 SF
SHEET TITLE	O-120

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PROJECT TITLE

WORKSPACE TYPE:

- ☐ PRIVATE OFFICE
- ☐ WORKSTATION
- ☐ SHARED WORKSPACE

FURNITURE REQUIREMENTS:

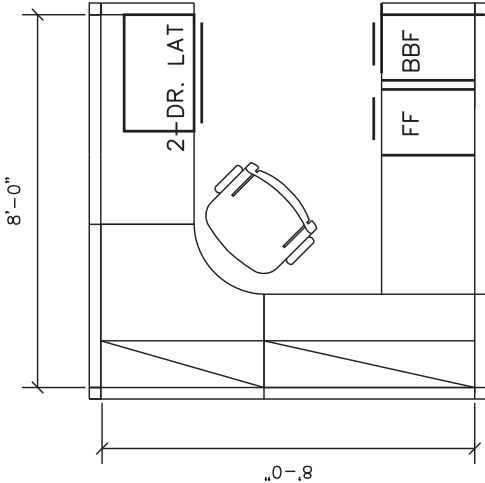
- ☐ HEIGHT ADJUSTABLE WORKSURFACE
- ☐ OPEN SHELVING
- ☐ CLOSED SHELVING
- ☐ TASK LIGHT
- ☐ TACKBOARD
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- ☐ STORAGE TOWER
- ☐ LATERAL FILE
- ☐ BOX/BOX/FILE: QTY
- ☐ FILE/FILE: QTY
- ☐ CONFERENCE TABLE
- ☐ GUEST SEATING: QTY
- ☐ OTHER

EQUIPMENT REQUIREMENTS:

- ☐ STANDARD COMPUTER MONITOR
- ☐ FLAT PANEL MONITOR
- ☐ LAPTOP
- ☐ SCANNER
- ☐ FAX
- ☐ PHONE
- ☐ PRINTER
- ☐ OTHER:

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	POLICE INVESTIGATIONS
SPACE TYPE	WORKSTATION
AREA REQUIRED	64 SF
SHEET TITLE	W-64

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Facsimile: 612.339.6212
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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

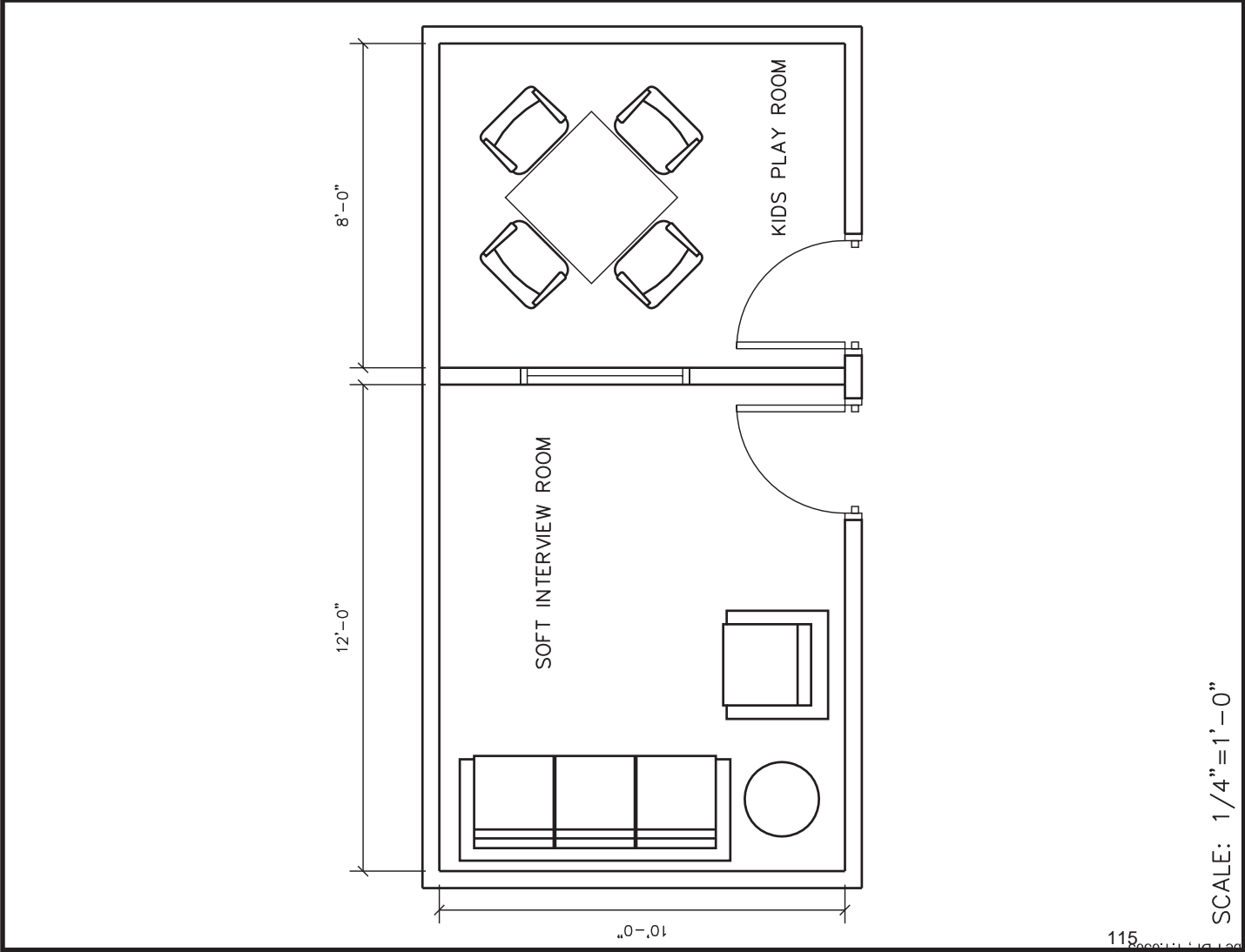
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- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



DEPARTMENT	POLICE INVESTIGATIONS
SPACE TYPE	SOFT INTERVIEW ROOM
AREA REQUIRED	205 SF
SHEET TITLE	R-205

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222 North Second Street
Minneapolis, MN 55401
Telephone: 612.339.3752
Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

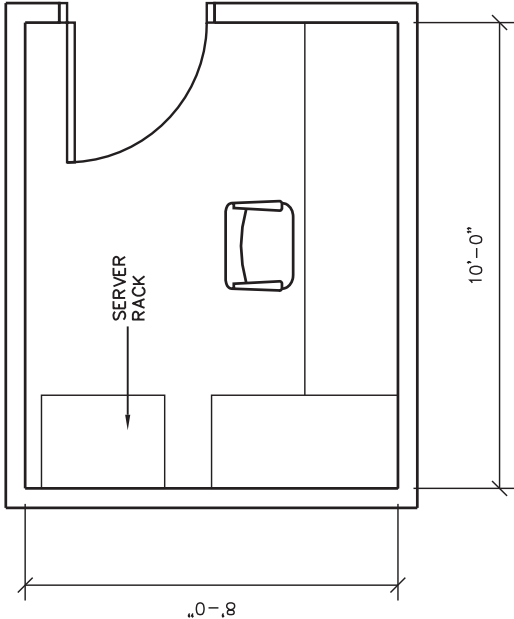
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- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
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- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
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- ☐
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- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	POLICE INVESTIGATIONS
SPACE TYPE	OBSERVATION / RECORDING ROOM
AREA REQUIRED	80 SF
SHEET TITLE	R-80

COMMISSION NO. 1648.01

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Minneapolis, MN 55401
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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

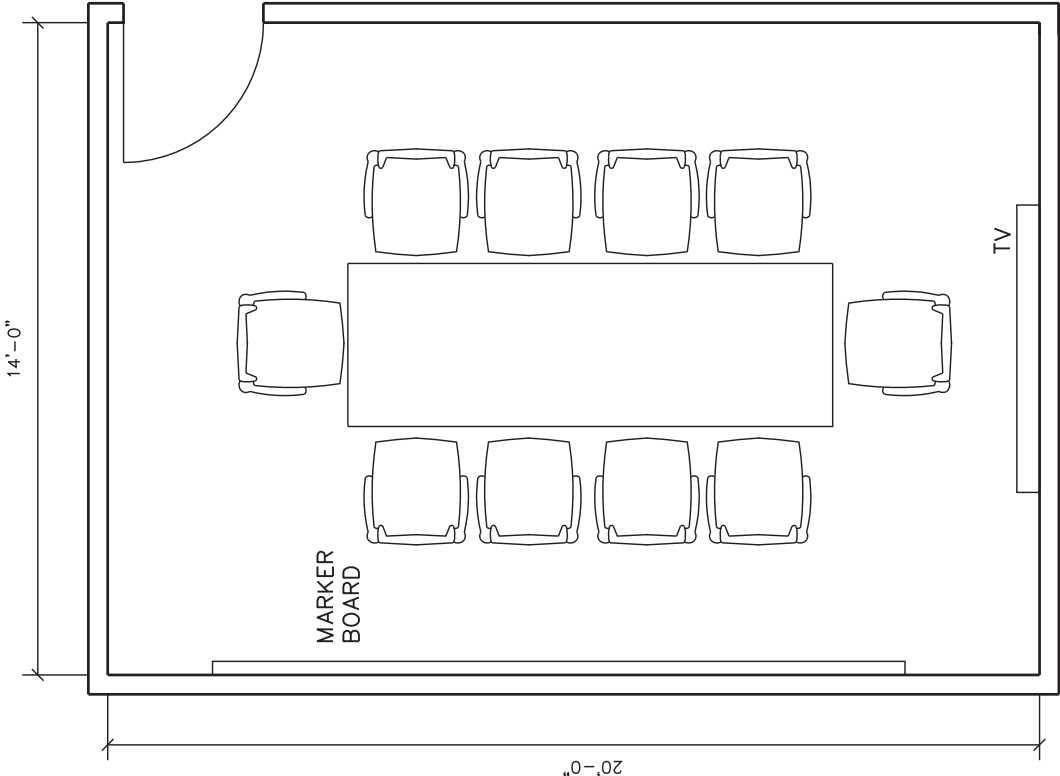
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- ☐ COPIER: DESKTOP / MEDIUM / LARGE
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- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	POLICE INVESTIGATIONS
SPACE TYPE	CONFERENCE ROOM
AREA REQUIRED	280 SF
SHEET TITLE	C-280

COMMISSION NO.

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Architecture
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222 North Second Street
Minneapolis, MN 55401
Telephone: 612.339.3752
Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

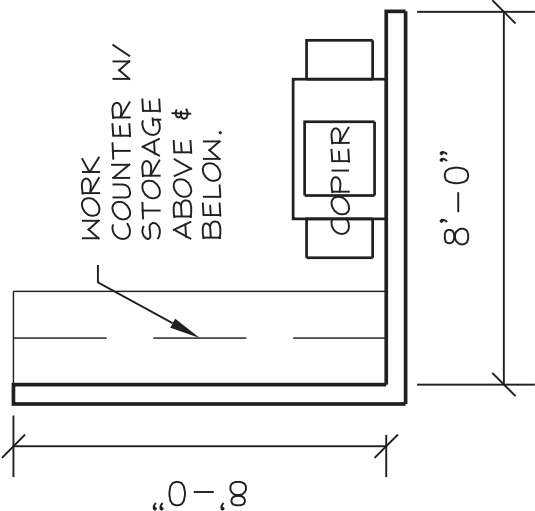
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- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	POLICE INVESTIGATIONS
SPACE TYPE	COPY/WORK AREA
AREA REQUIRED	64 SF
SHEET TITLE	A-64

City of West St. Paul, MN Program			SPACE ANALYSIS FORM								SUMMARY TOTALS			
SPACE NEEDS PROGRAM											Q:\PROJ\1848.01\pro\1848-01-program-draft			
			COMM.#: 1848.01 BKV GROUP											
SPACE SHEET CODE	DEPARTMENT:	EVIDENCE	TOTAL PERSONNEL SPACES REQ'D				PROG. SF UNIT	USABLE AREA REQUIRED			COMMENTS			
			2011	5-YR.	10-YR.	15-YR.		2011 PROPOSED	5-YR. PROJECTED	10-YR. PROJECTED		15-YR. PROJECTED		

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Minneapolis, MN 55401
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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

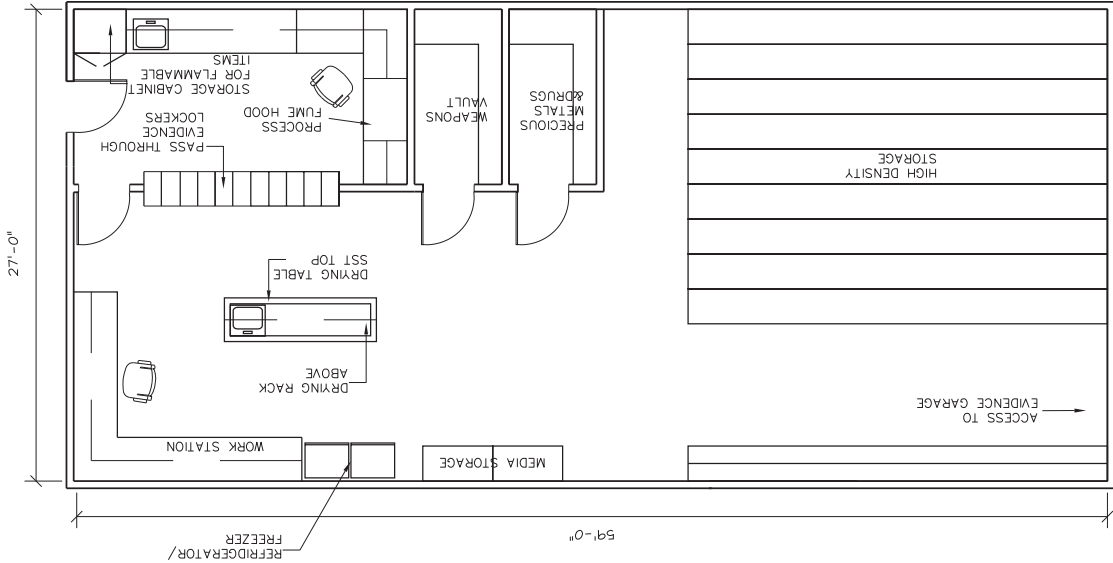
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- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



CURRENT SHELVING CALCULATIONS:

—MAIN STORAGE ROOM + SMALL EVIDENCE ROOM
WITH REFRIGERATOR= 600 LINEAL FT OF SHELVING
—COLD CASE ROOM STORAGE= 110 LINEAL FT OF SHELVING
710 TOTAL LINEAL FT EXISTING SHELVING

REVISED EVIDENCE ROOM LAYOUT=
10 SHELVING UNITS X 6 SHELVES HIGH X 24' LONG=
1440 LINEAL FT OF SHELVING

SCALE: 3/32" = 1'-0"

COMMISSION NO. 1573.02

DEPARTMENT	EVIDENCE	SPACE TYPE	EVIDENCE & PROPERTY	AREA REQUIRED	SF	SHEET TITLE	R-1600
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SUPPORT SPACE PROGRAMMING FORM



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Minneapolis, MN 55401
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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

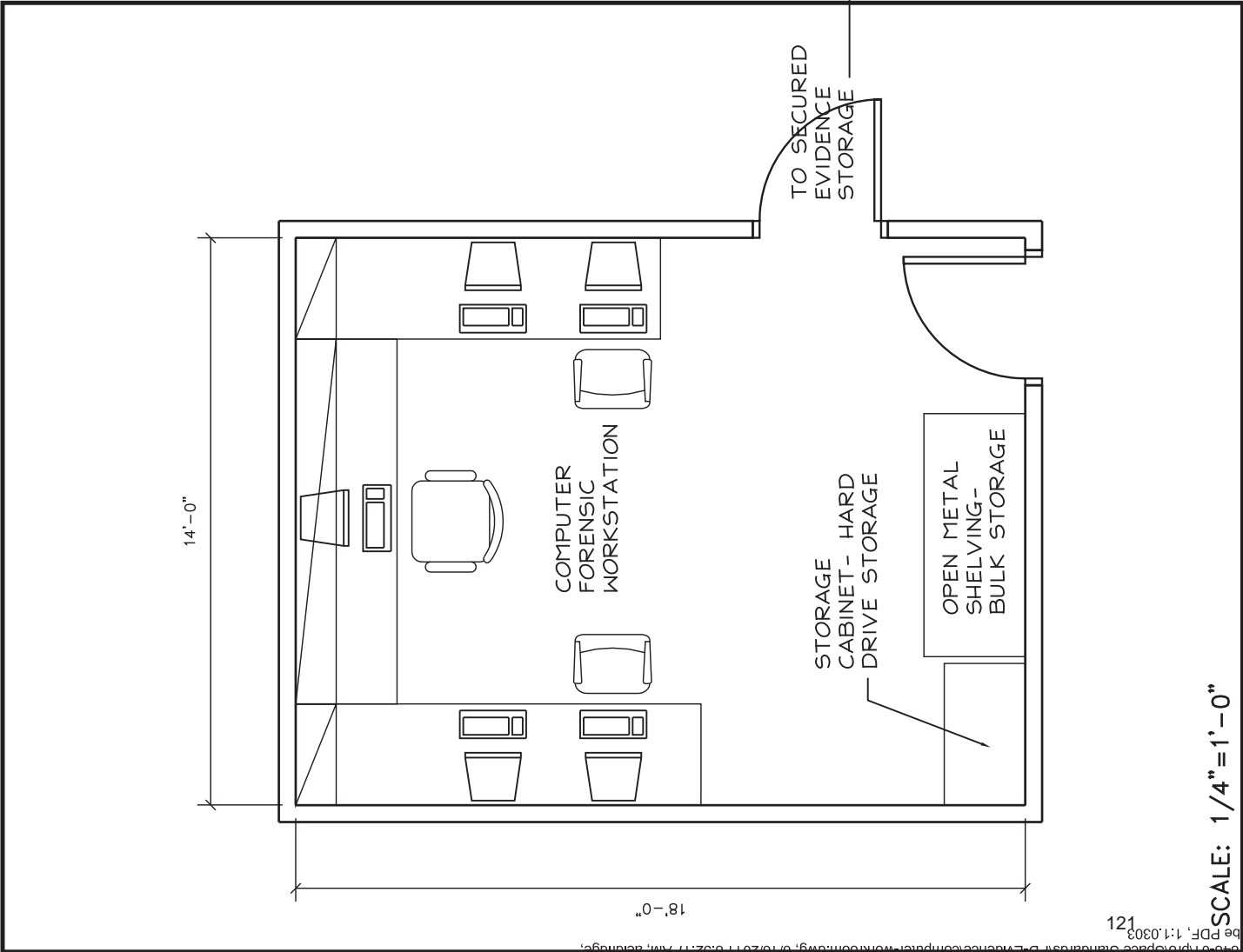
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- ☐ REFRIGERATOR:
- ☐ W/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ W/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



COMMISSION NO.	1714.01
DEPARTMENT	EVIDENCE
SPACE TYPE	COMPUTER FORENSICS
AREA REQUIRED	252 SF
SHEET TITLE	R-252

City of West St. Paul, MN Program			SPACE ANALYSIS FORM							SUMMARY TOTALS				
SPACE NEEDS PROGRAM			Q:\PROJ\1848.01\pro\1848.01-program-draft										COMM.#: 1848.01	
SPACE SHEET CODE	DEPARTMENT:	POLICE DETENTION	TOTAL PERSONNEL SPACES REQ'D			PROG. SF UNIT	USABLE AREA REQUIRED			COMMENTS				
			2011	5-YR.	10-YR.		15-YR.	2011 PROPOSED	5-YR. PROJECTED		10-YR. PROJECTED	15-YR. PROJECTED		
Personnel Spaces														
Subtotal, Personnel Spaces														
Departmental Spaces														
R-3438	Detention Area													
	Holding Cells													
	ADA Holding Cell													
	Hard Interview Room													
	Observation Room													
	Booking Area													
	Identification													
	Secure Vestibule													
	Intoxilizer room													
	Toilet/shower													
	Open Seating/Dayroom/Circulation													
	Detention Storage													
	Vehicle Sallyport													
	Subtotal, Departmental Spaces			16	16	16	16		3,348	3,348	3,348	3,348	2 cars + 1 vehicle evidence stall	
TOTAL SPACES:														
Total Net SF			16	16	16	16					3,348			
Efficiency Factor							10%	372	372	372	372			
TOTAL PROPOSED USABLE SF								3,720	3,720	3,720	3,720			
TOTAL EXISTING USABLE SF														
DIFFERENCE							(3,720)	(3,720)	(3,720)	(3,720)	(3,720)			

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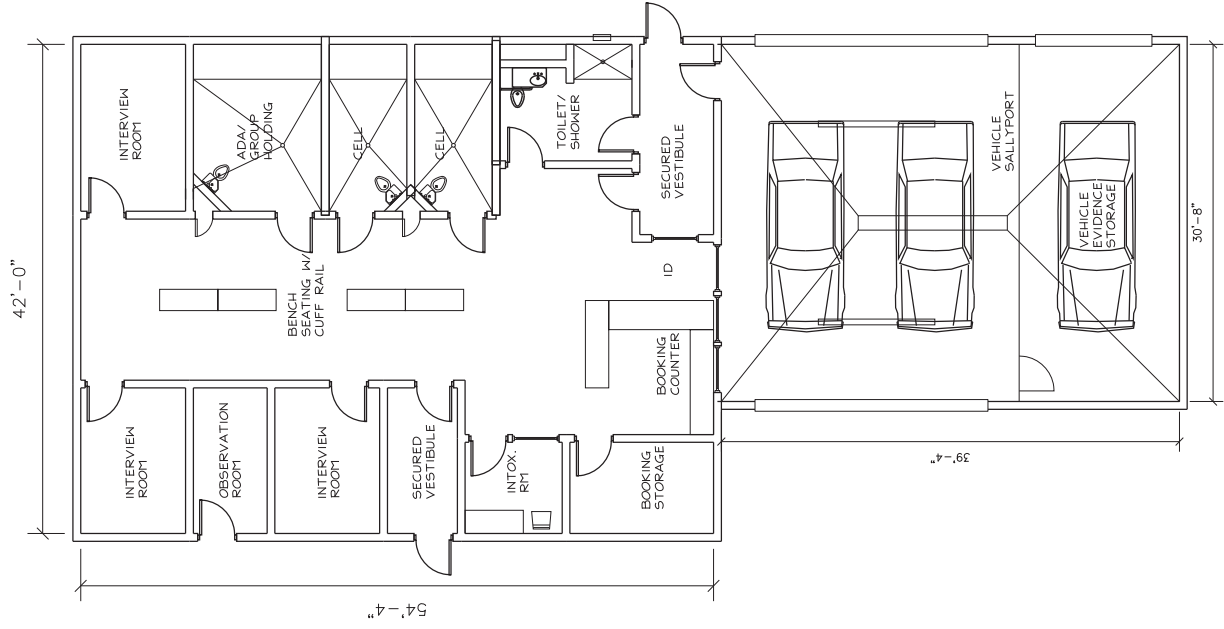
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Telephone: 612.339.3752
Facsimile: 612.339.6212
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PROJECT TITLE

COMMISSION NO. 1729.01

DEPARTMENT	BOOKING AND INTAKE
SPACE TYPE	BOOKING AREA
AREA REQUIRED	3438 SF
SHEET TITLE	R-3438

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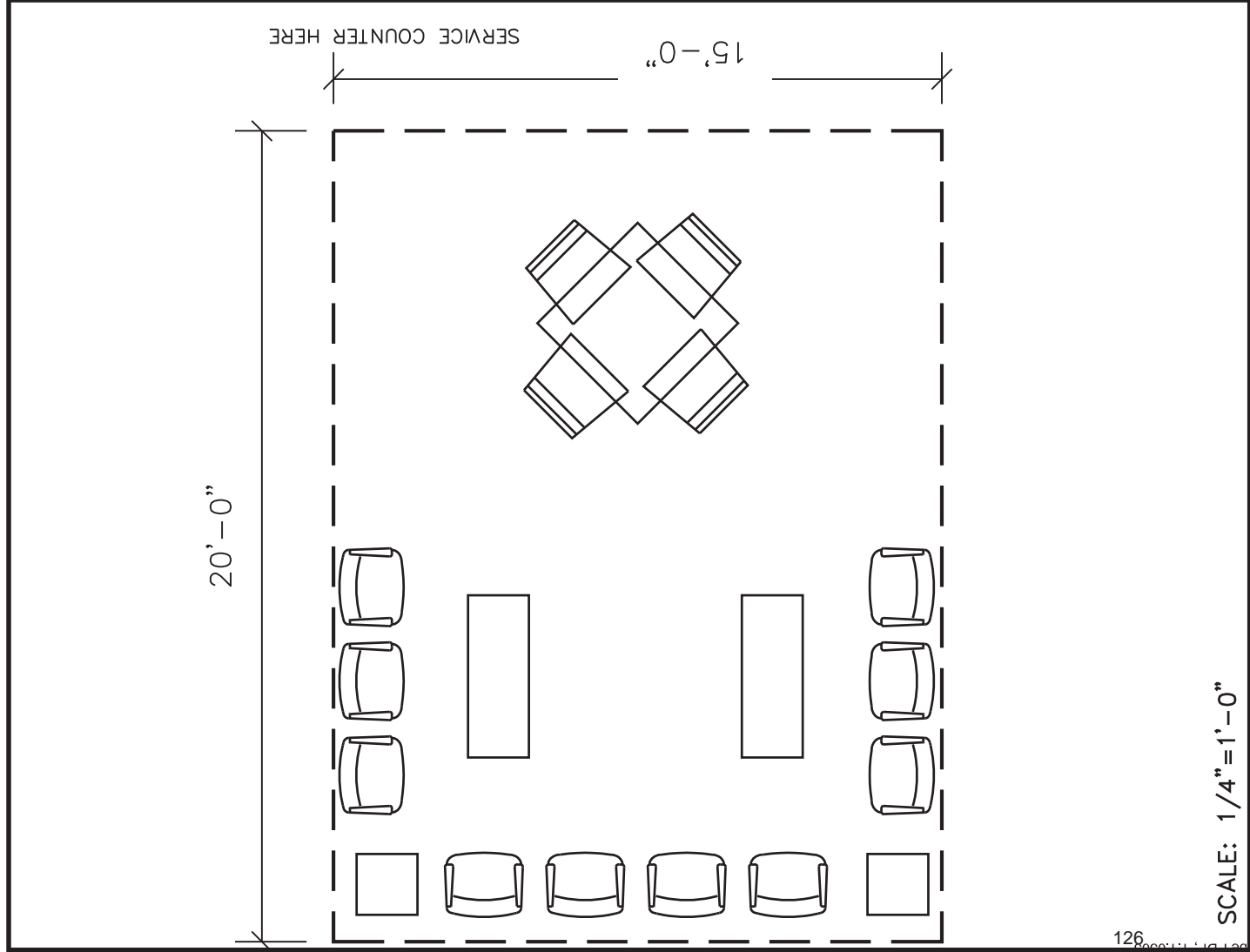


SCALE: $1/16''=1'-0''$

City of West St. Paul, MN Program			SPACE ANALYSIS FORM								SUMMARY TOTALS			
SPACE NEEDS PROGRAM			Q:\PROJ\1848.01\pro\1848.01-program-draft										COMM.#: 1848.01 BKV GROUP	
SPACE SHEET CODE	DEPARTMENT:	TOTAL PERSONNEL SPACES REQ'D				PROG. SF UNIT	USABLE AREA REQUIRED			COMMENTS				
		2011	5-YR.	10-YR.	15-YR.		2011 PROPOSED	5-YR. PROJECTED	10-YR. PROJECTED		15-YR. PROJECTED			
BUILDING SUPPORT POLICE														
Personnel Support Spaces														
R-340	Public Restrooms	-	-	-	-	-	-	-	-	-	-	See City Hall		
A-300	Public Lobby/Waiting	1	1	1	1	300	300	300	300	300	300			
R-1700	Mens/Womens Locker Room	1	1	1	1	1,700	1,700	1,700	1,700	1,700	1,700			
R-810	Exercise Room	1	1	1	1	810	810	810	810	810	810	same size as FD		
R-900	EOC/Simulator/Training Room	1	1	1	1	900	900	900	900	900	900	12' high ceilings minimum		
R-150	Training Room Storage	1	1	1	1	900	900	900	900	900	900			
R-4640	Squad Garage	1	1	1	1	4,640	4,640	4,640	4,640	4,640	4,640	drive through- parking for 6-8 cars		
	Large Property/Bike Storage	1	1	1	1	-	-	-	-	-	-	See Squad Garage		
R-360	Breakroom	1	1	1	1	360	360	360	360	360	360	seating for 12 people		
R-120	Soft Interview Room	1	1	1	1	120	120	120	120	120	120	with recording		
R-120	Public Conference Room/ Interview Room	2	2	2	2	120	240	240	240	240	240	4 person		
C-180	Small Conference Room	1	1	1	1	180	180	180	180	180	180	4-6 person		
C-336	Large Conference	1	1	1	1	336	336	336	336	336	336	12-16 people		
A-48	K9 Kennel	1	1	1	1	48	48	48	48	48	48			
R-130	SWAT Storage	1	1	1	1	130	130	130	130	130	130			
-	Range	1	1	1	1	1,200	1,200	1,200	1,200	1,200	1,200	3 lane current, estimated existing sf		
R-256	Gun Cleaning	1	1	1	1	256	256	256	256	256	256	8 x 15 ammunition storage, gun cleaning		
R-288	Armory	1	1	1	1	288	288	288	288	288	288			
R-320	General PD Storage	1	1	1	1	320	320	320	320	320	320			
R-100	Quiet Room	1	1	1	1	100	100	100	100	100	100			
Note: If new facility were to be built, range would need to increase to 5-6 lanes														
Subtotal, Personnel Spaces		20	20	20	20			12,828	12,828	12,828	12,828			

Building Support Spaces													
Mechanical Room	-	-	-	-	-	-	-	-	-	-	-	-	See City Hall
Electrical Room	-	-	-	-	-	-	-	-	-	-	-	-	See City Hall
Communications Closets	1	1	1	1	100	100	100	100	100	100	100	100	
Maintenance closets	1	1	1	1	64	64	64	64	64	64	64	64	
Server Room	-	-	-	-	-	-	-	-	-	-	-	-	See City Hall
-	-	-	-	-	-	-	-	-	-	-	-	-	
Subtotal, Departmental Spaces	2	2	2	2		164	164	164	164	164	164	164	
TOTAL SPACES:													
	22	22	22	22									
Total Net SF													
Efficiency Factor													
					20%								
TOTAL PROPOSED USABLE SF						16,240	16,240	16,240	16,240	16,240	16,240	16,240	

SUPPORT SPACE PROGRAMMING FORM



SCALE: 1/4"=1'-0"

BKV GROUP

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING

☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- [illegible]

SECURITY REQUIREMENTS:

- ☐ NONE
☐ LOCKABLE CABINETS
☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ **ACOUSTICAL PRIVACY NEEDS:**
HIGH / MEDIUM / LOW
- ☐ **VISUAL PRIVACY NEEDS:**
HIGH / MEDIUM / LOW

DEPARTMENT	BUILDING SUPPORT POLICE
SPACE TYPE	LOBBY - WAITING
AREA REQUIRED	300 SF
SHEET TITLE	A-300

COMMISSION NO.

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Minneapolis, MN 55401
Telephone: 612.339.3752
Facsimile: 612.339.6212
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PROJECT TIME

SUPPORT SPACE PROGRAMMING FORM



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Minneapolis, MN 55401
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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

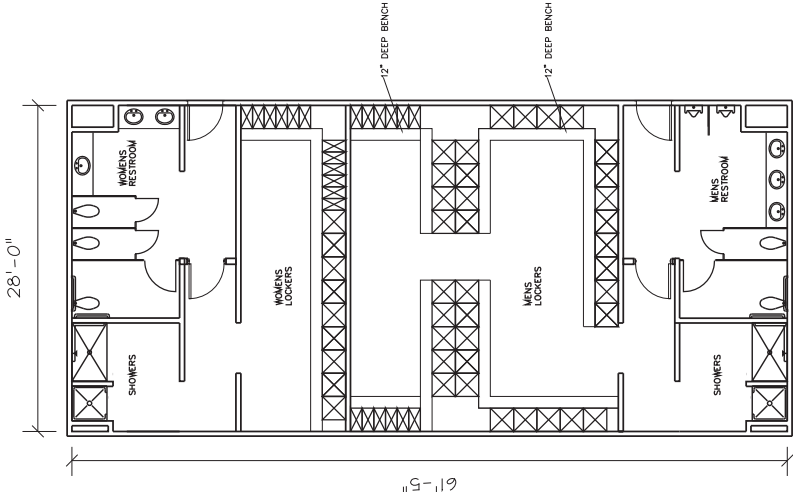
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- ☐ PROJECTOR:
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- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/16"=1'-0"

DEPARTMENT	BUILDING POLICE SUPPORT
SPACE TYPE	LOCKERS
AREA REQUIRED	1700 SF
SHEET TITLE	R-1700

SUPPORT SPACE PROGRAMMING FORM



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PROJECT TITLE

MILLWORK REQUIREMENTS:

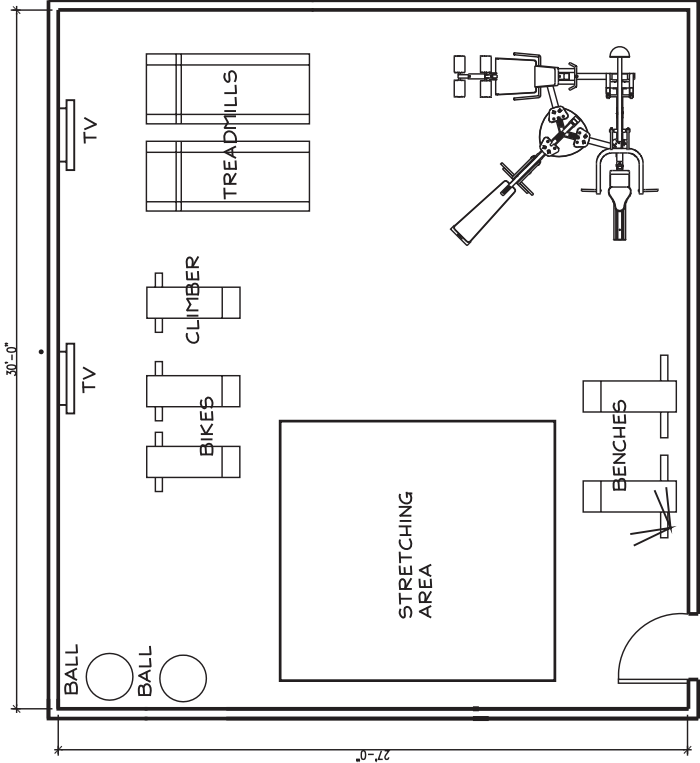
- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
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- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
 - ☐ LOCKABLE CABINETS
 - ☐ LOCKABLE ROOM
- PRIVACY REQUIREMENTS:
- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
 - ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/8"=1'-0"

DEPARTMENT	BUILDING SUPPORT POLICE
SPACE TYPE	EXERCISE ROOM
AREA REQUIRED	810 SF
SHEET TITLE	R-810

SUPPORT SPACE PROGRAMMING FORM



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PROJECT TITLE

MILLWORK REQUIREMENTS:

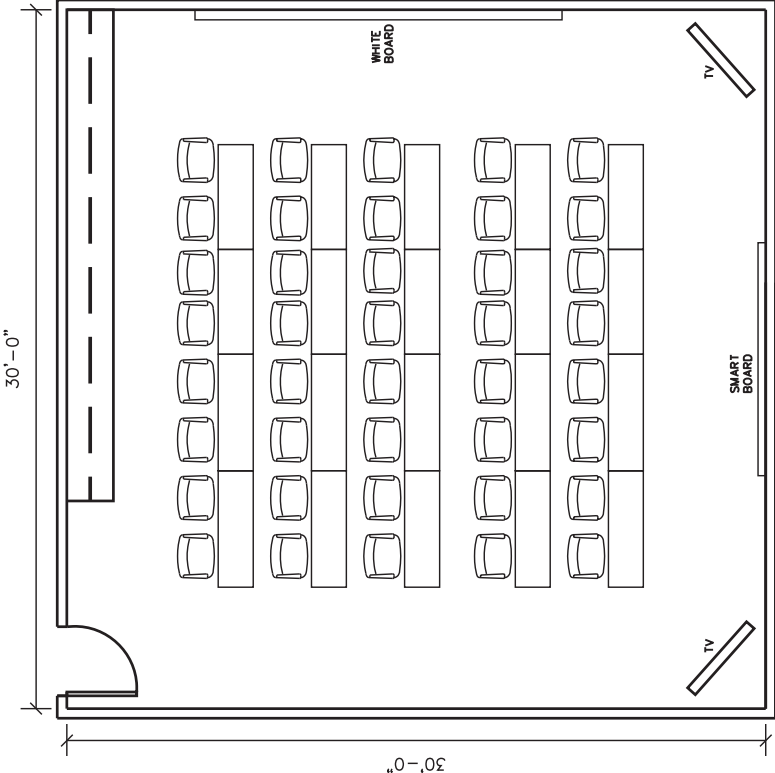
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- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
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- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
 - ☐ LOCKABLE CABINETS
 - ☐ LOCKABLE ROOM
- PRIVACY REQUIREMENTS:
- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
 - ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/8"=1'-0"

DEPARTMENT	BUILDING SUPPORT POLICE
SPACE TYPE	TRAINING/EOC/SIMULATOR
AREA REQUIRED	900 SF
SHEET TITLE	R-900

SUPPORT SPACE PROGRAMMING FORM



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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

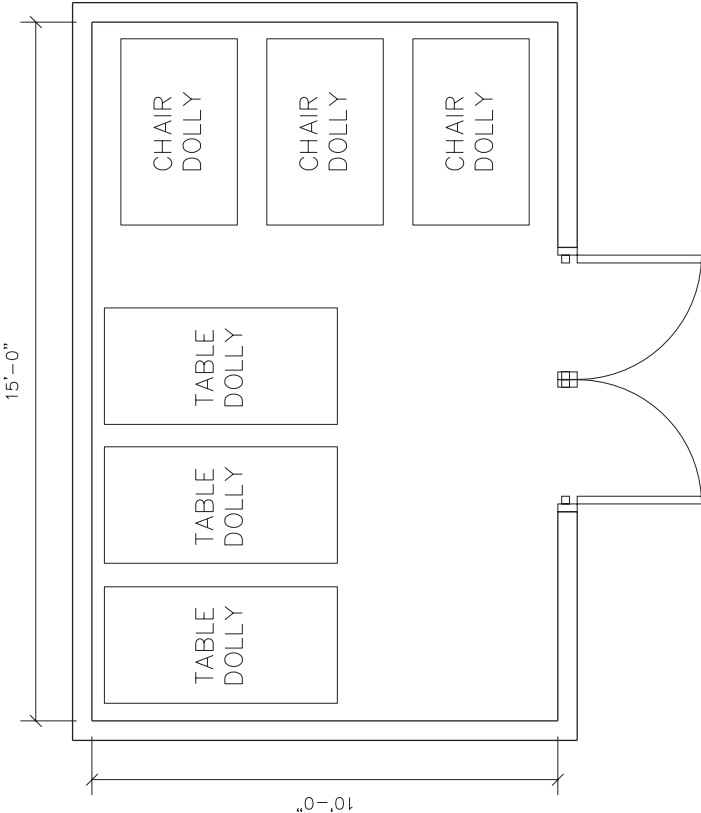
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- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4" = 1'-0"

DEPARTMENT	BUILDING SUPPORT POLICE
SPACE TYPE	TRAINING ROOM STORAGE
AREA REQUIRED	150 SF
SHEET TITLE	R-150

COMMISSION NO. 1648.01

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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

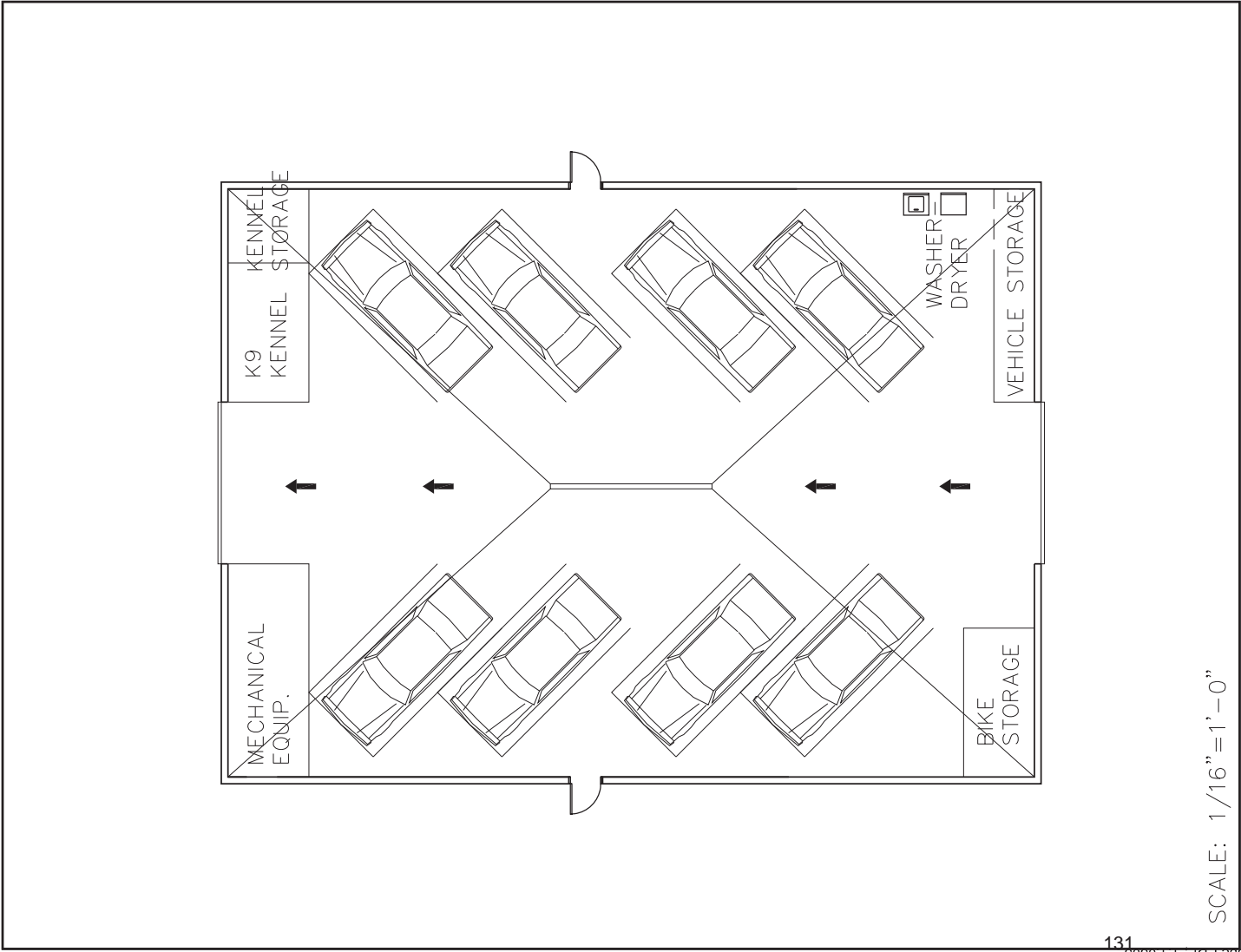
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- ☐ COLOR PRINTER
- ☐ FAX
- ☐ SCANNER
- ☐ PROJECTION SCREEN
- ☐ PROJECTOR:
- ☐ CEILING MOUNTED / FREESTANDING
- ☐ MARKER BOARD: QTY
- ☐ SINK
- ☐ REFRIGERATOR:
- ☐ w/ICEMAKER w/o ICEMAKER
- ☐ COFFEE MAKER:
- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/16" = 1'-0"

COMMISSION NO.

DEPARTMENT	POLICE SUPPORT
SPACE TYPE	SQUAD GARAGE
AREA REQUIRED	4640 SF
SHEET TITLE	R-4640

SUPPORT SPACE PROGRAMMING FORM



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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

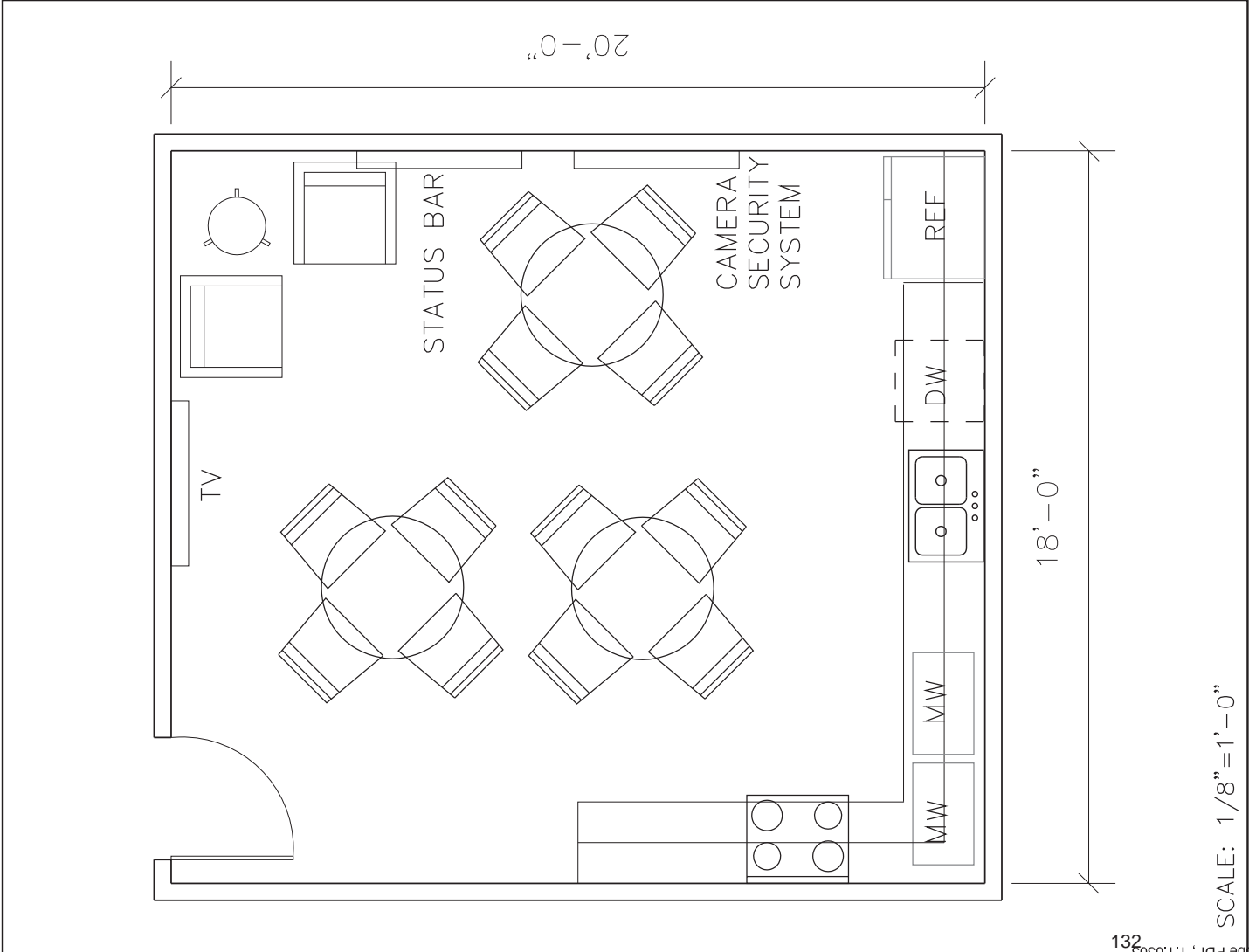
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
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- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER

SECURITY REQUIREMENTS:

- ☐ NONE
 - ☐ LOCKABLE CABINETS
 - ☐ LOCKABLE ROOM
- PRIVACY REQUIREMENTS:
- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
 - ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/8"=1'-0"

DEPARTMENT	BUILDING SUPPORT POLICE
SPACE TYPE	BREAKROOM
AREA REQUIRED	360 SF
SHEET TITLE	R-360



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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

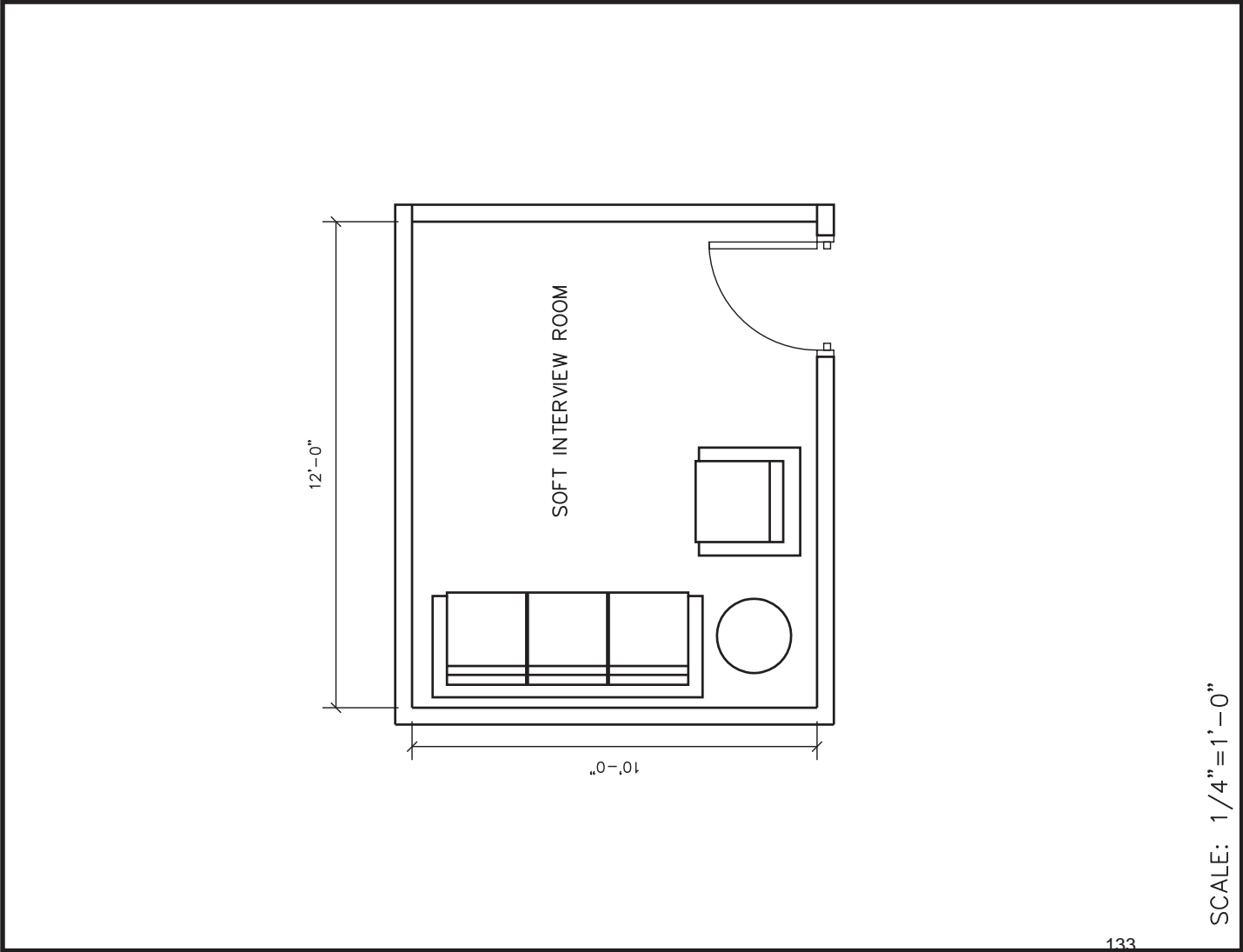
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SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



DEPARTMENT	BUILDING SUPPORT POLICE
SPACE TYPE	SOFT INTERVIEW ROOM
AREA REQUIRED	120 SF
SHEET TITLE	R-120

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Engineering

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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

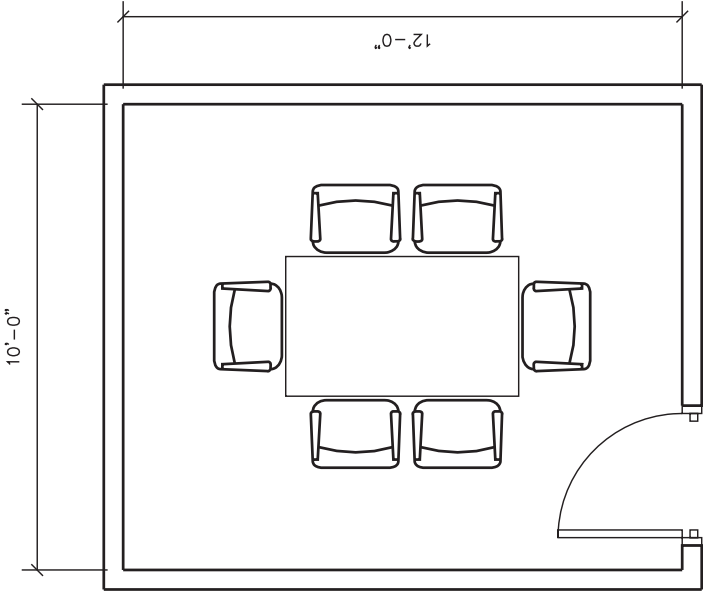
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SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	BUILDING SUPPORT POLICE
SPACE TYPE	PUBLIC CONFERENCE ROOM
AREA REQUIRED	120 SF
SHEET TITLE	R-120

COMMISSION NO. 1648.01

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PROJECT TITLE

MILLWORK REQUIREMENTS:

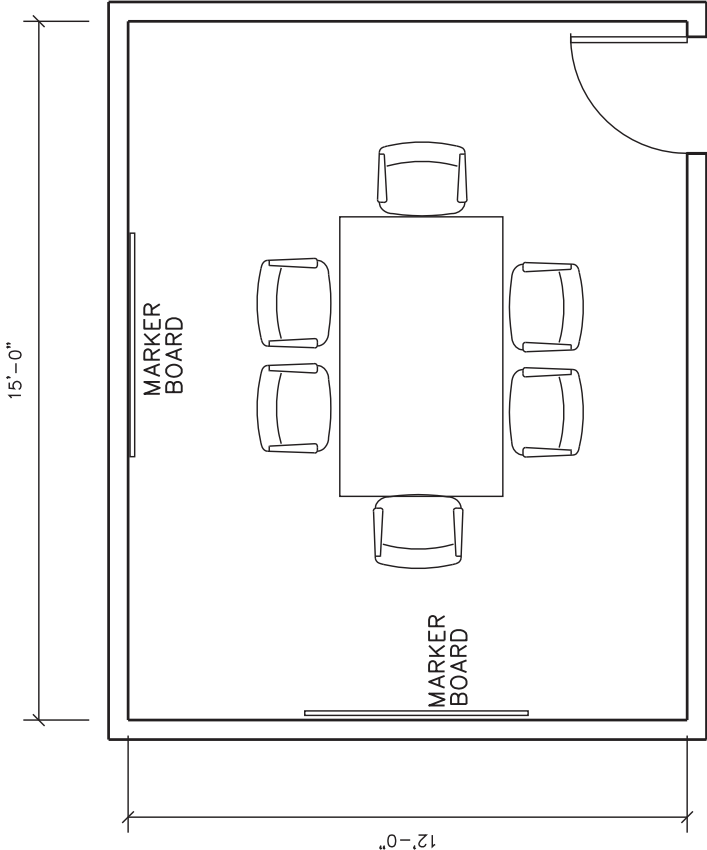
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- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
- ☐ COLOR PRINTER
- ☐ FAX
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SECURITY REQUIREMENTS:

- ☐ NONE
 - ☐ LOCKABLE CABINETS
 - ☐ LOCKABLE ROOM
- PRIVACY REQUIREMENTS:
- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
 - ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW

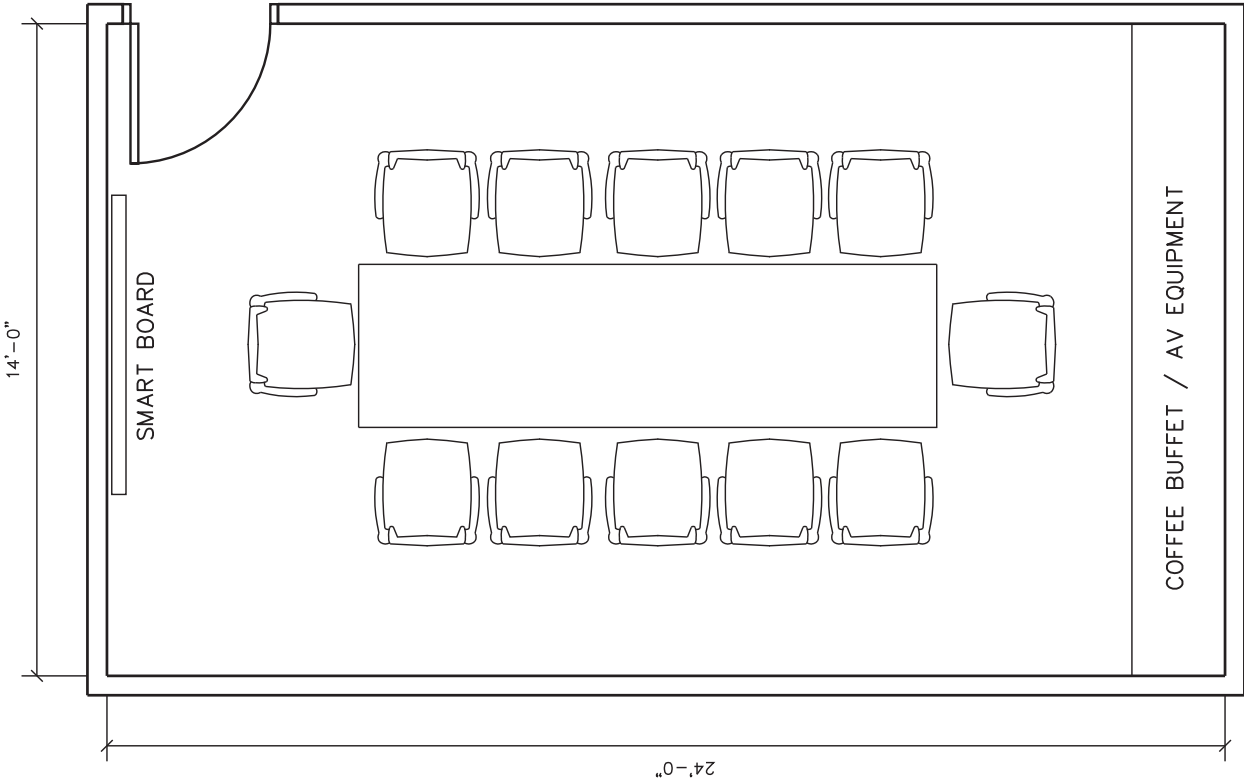


SCALE: 1/4"=1'-0"

DEPARTMENT	BUILDING SUPPORT POLICE
SPACE TYPE	CONFERENCE ROOM
AREA REQUIRED	180 SF
SHEET TITLE	C-180

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SCALE: 1/4"=1'-0"



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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
- ☐ COPIER: DESKTOP / MEDIUM / LARGE
- ☐ LASER PRINTER
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SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW

DEPARTMENT	BUILDING SUPPORT
SPACE TYPE	CONFERENCE ROOM
AREA REQUIRED	336 SF
SHEET TITLE	C-336

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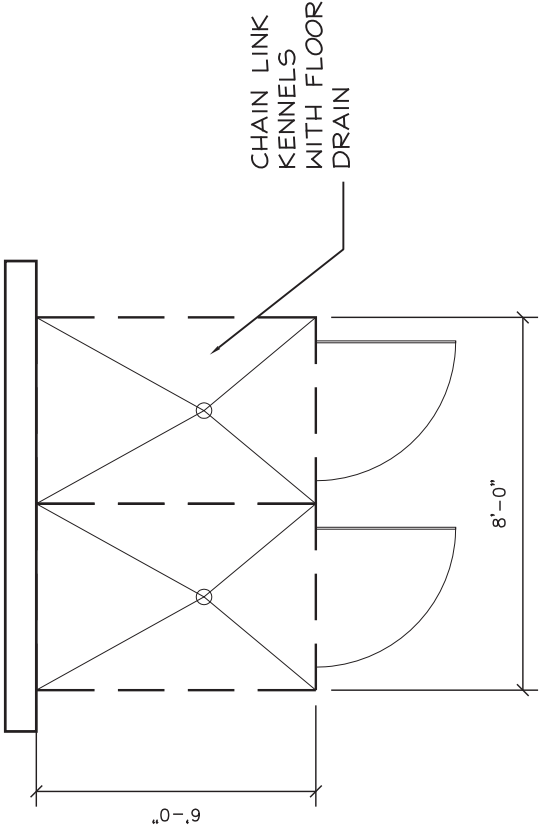
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PROJECT TITLE

**ST. CLOUD POLICE
FACILITY**

SCALE: 1/4"=1'-0"



MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

- ☐ PHONE
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SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW

DEPARTMENT	PATROL	SPACE TYPE	DOG KENNEL	AREA REQUIRED	48 SF	SHEET TITLE	A-48
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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

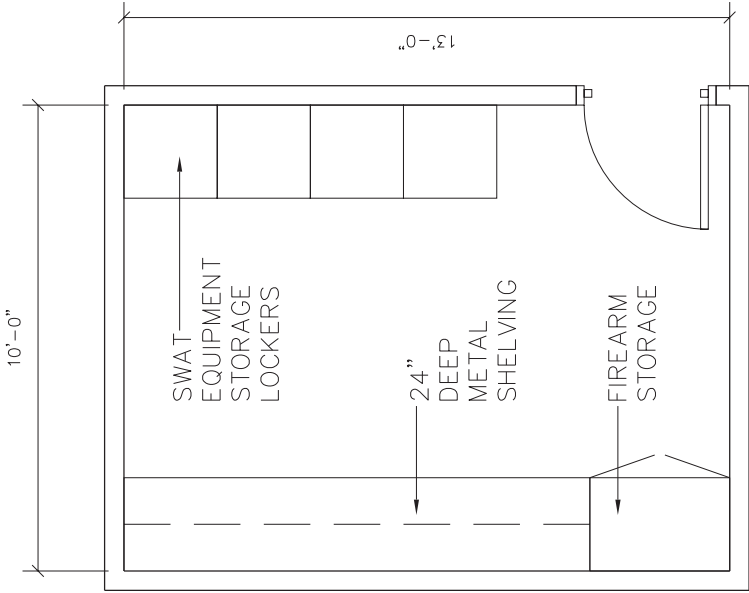
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SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4" = 1'-0"

DEPARTMENT	BUILDING SUPPORT POLICE
SPACE TYPE	SWAT STORAGE
AREA REQUIRED	130 SF
SHEET TITLE	R-130

COMMISSION NO. 1648.01

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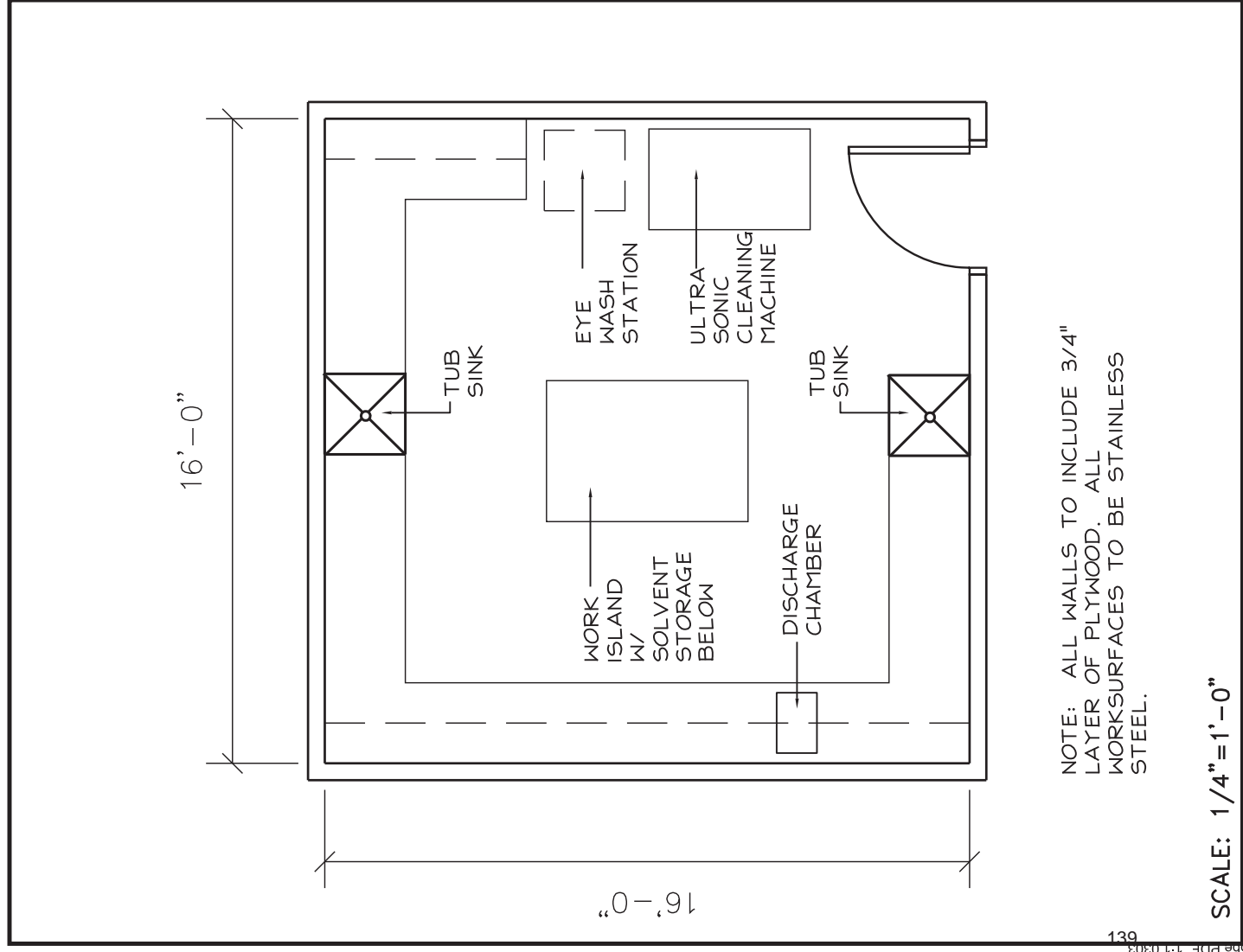
**Boorman
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PROJECT TITLE

COMMISSION NO. 171401

DEPARTMENT	BUILDING SUPPORT POLICE
SPACE TYPE	FIREARM CLEANING ROOM
AREA REQUIRED	256 SF
SHEET TITLE	R-256

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Facsimile: 612.339.6212
www.bkvgroup.com

PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:

- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

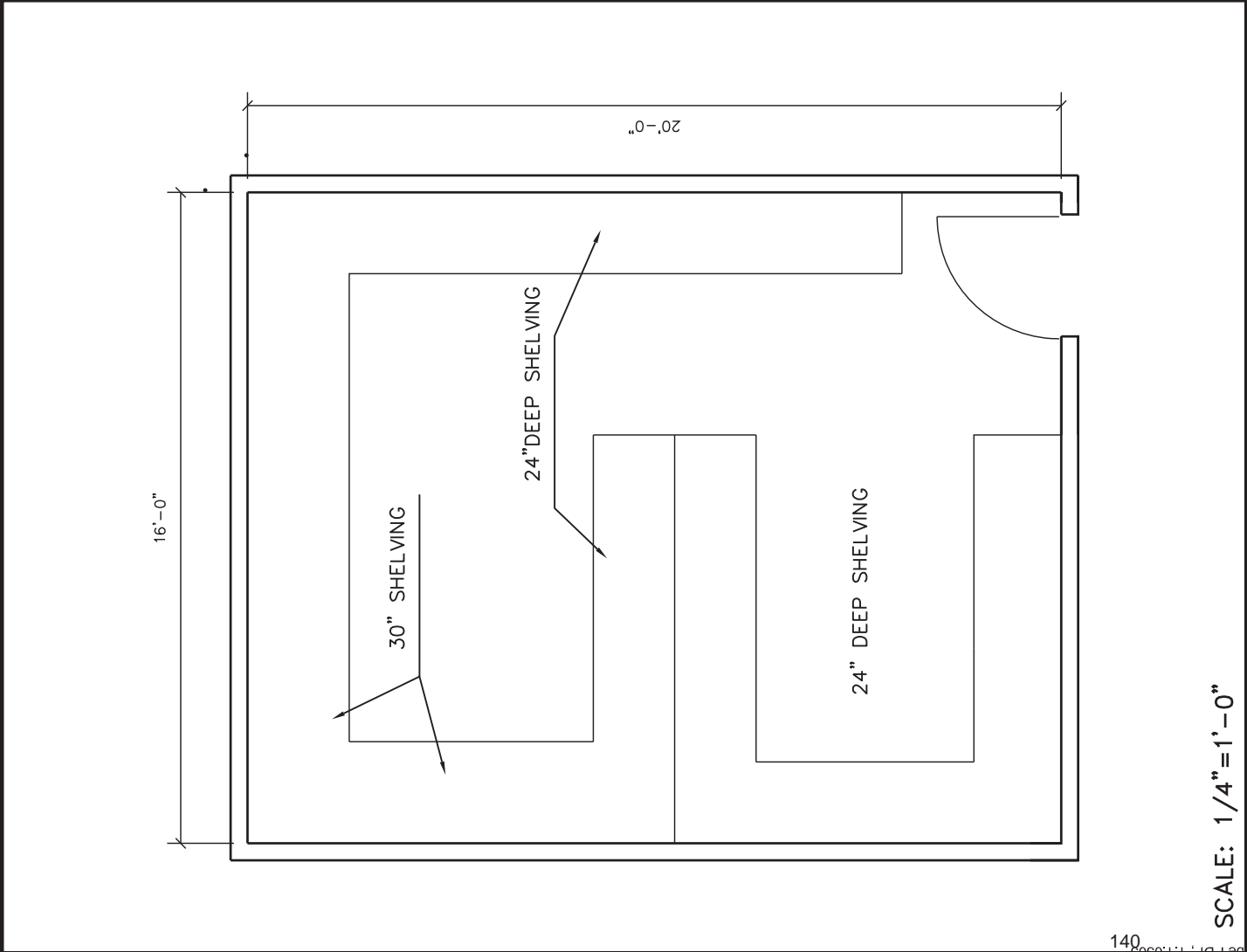
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- ☐ w/WATERLINE w/o WATERLINE
- ☐ MICROWAVE
- ☐ RANGE
- ☐ DISHWASHER
- ☐ VENTILATION HOOD
- ☐ OTHER

SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS: HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS: HIGH / MEDIUM / LOW



SCALE: 1/4"=1'-0"

DEPARTMENT	BUILDING SUPPORT POLICE
SPACE TYPE	GENERAL PD STORAGE
AREA REQUIRED	320 SF
SHEET TITLE	R-320

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PROJECT TITLE

MILLWORK REQUIREMENTS:

- ☐ UPPER CABINETS: OPEN / CLOSED
- ☐ BASE CABINETS: OPEN / CLOSED
- ☐ UNDER COUNTER LIGHTING
- ☐ SPECIAL WORKSURFACE MATERIAL:
- ☐ MAILBOXES
- ☐ LOCKABLE: YES / NO

EQUIPMENT REQUIREMENTS:

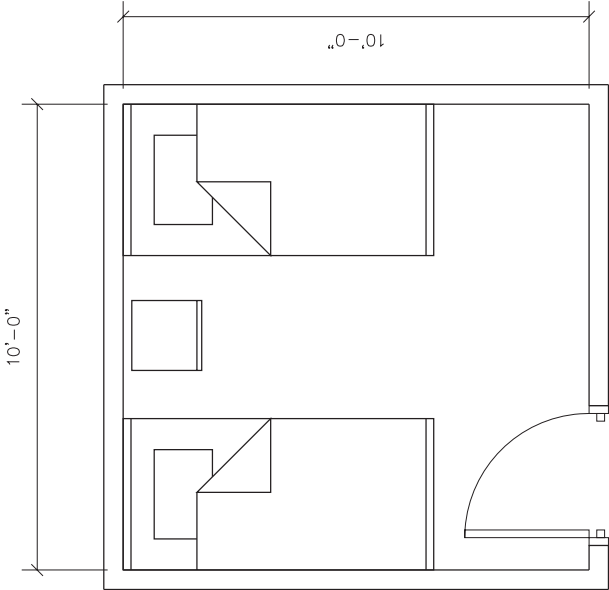
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SECURITY REQUIREMENTS:

- ☐ NONE
- ☐ LOCKABLE CABINETS
- ☐ LOCKABLE ROOM

PRIVACY REQUIREMENTS:

- ☐ ACCOUSTICAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW
- ☐ VISUAL PRIVACY NEEDS:
HIGH / MEDIUM / LOW



SCALE: 1/4" = 1'-0"

DEPARTMENT	BUILDING SUPPORT POLICE
SPACE TYPE	QUIET ROOM
AREA REQUIRED	100 SF
SHEET TITLE	R-100

COMMISSION NO. 1648.01

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Tab 6

Police Department Comparison

The following spreadsheets provide a general comparison of the programmed West St Paul Police Department space needs to a range of municipalities within the metropolitan area. Although a direct comparison to any individual jurisdiction may not be appropriate as each municipality has its unique considerations, a benchmark to a range of municipalities should prove helpful in understanding how West St Paul's Police station compares with other police facilities throughout the metropolitan area.

The comparison for Police Facilities indicates an average Police facility size of 29,292, with an average total police staff size of 66 and an average facility size of 526 square feet per staff member. The programmed City of West St Paul Police station totals 32,334 square feet for a projected total staff of 63, for a total of 512 square feet per staff.



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Landscape Architecture
Engineering

August 18, 2011

West St Paul Police Department Needs Assessment Study

West St Paul, Minnesota

Comm No 1848.01

Police Department Space Comparison

Municipality	Year of Occupancy	Population	Sworn Staff	Civilian Staff (4)	Total Staff	Facility Size in Square Feet	Calls for Service	Average Calls/ Sworn Officer
Apple Valley	1994	45,527	48	14	62	38,700	38,336	618
Blaine (2)	2001	45,000	41	15	56	30,000	30,200	736
Edina (2)	2003	47,465	47	19	66	42,500	26,000	468
Plymouth (2)	2005	62,549	60	16	76	43,000	47,154	785
Minnetonka	1989	53,083	56	21	77	23,000	47,128	612
Ramsey (2)	2006	21,000	30	28	58	38,000	14,000	466
Burnsville	1989	58,700	66	15	81	26,500	28,303	428
Eagan	1995	62,000	65	30	95	28,000	43,804	673
Brooklyn Center	1999	28,887	43	24	67	31,000	28,303	658
Shakopee	2003	22,192	31	7	38	32,000	14,500	466
Lakeville	2008	55,954	52	35	87	39,000 (5)	38,720	445
St. Louis Park	1993	42,700	50	14	64	26,000	N/A	N/A
Inver Grove Heights(2 & 3)	2010	33,800	35	7	42	33,587	23,000	657
South St Paul (2)	2007	20,160	27	27	54	17,800	19,000	352
Average		42,787	47	19	66	29,292	28,461	526
City of West St Paul(Existing)		19,540	30	33	63	11,036	26,110	870
City of West St Paul (Proposed)(1 & 2)						32,334		

Notes:

- 1) Projected to 2026 based on current rate of growth
- 2) Areas include indoor Squad Car parking & storage for partial or complete fleet.
- 3) Overall PD designed for future expansion through 2025
- 4) Civilian staffing totals include full time supports staff as well as part time chaplains and reserves.
- 5) Does not include 39,000 SF of underground parking, of which a large portion is squad garage.

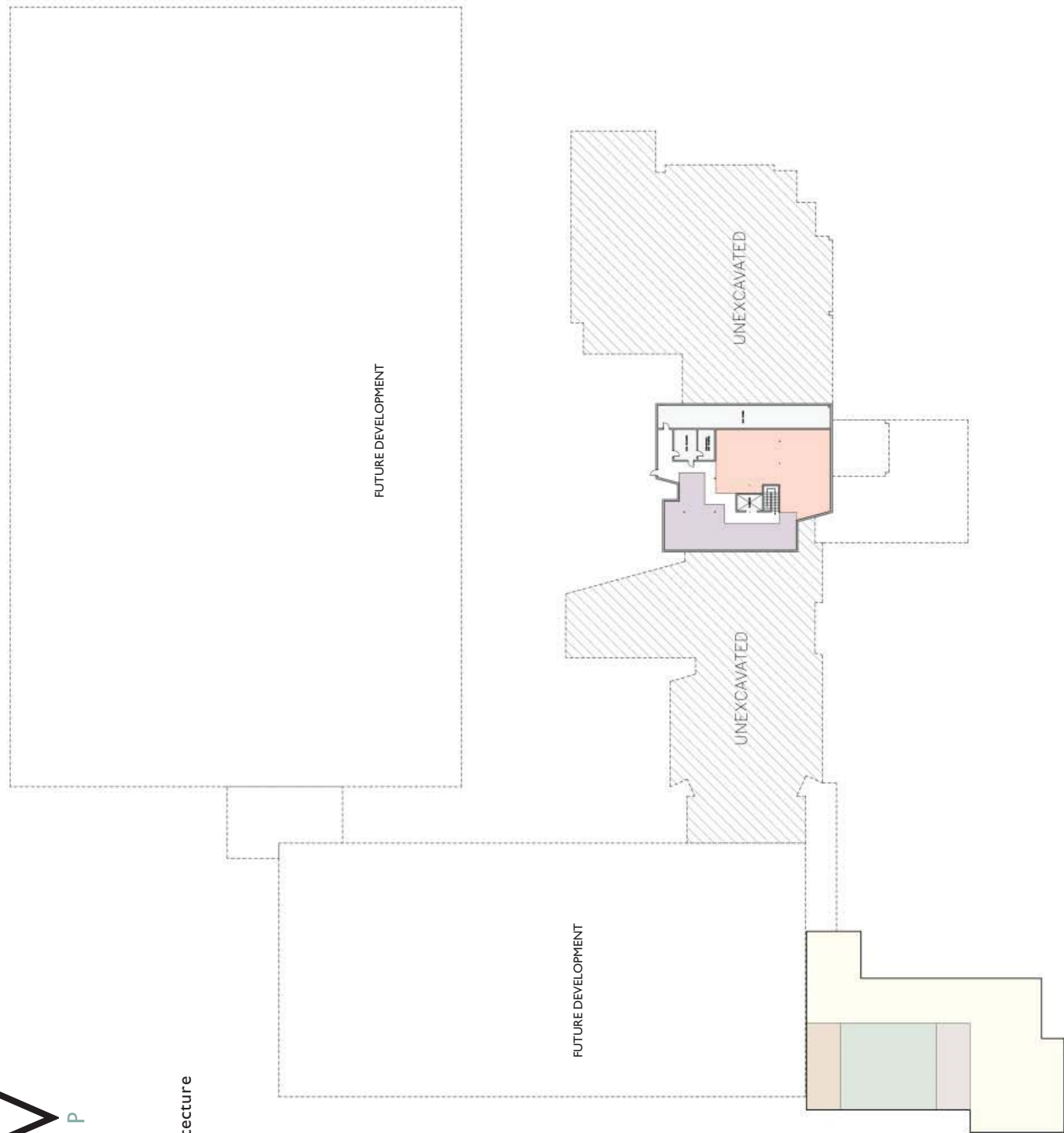
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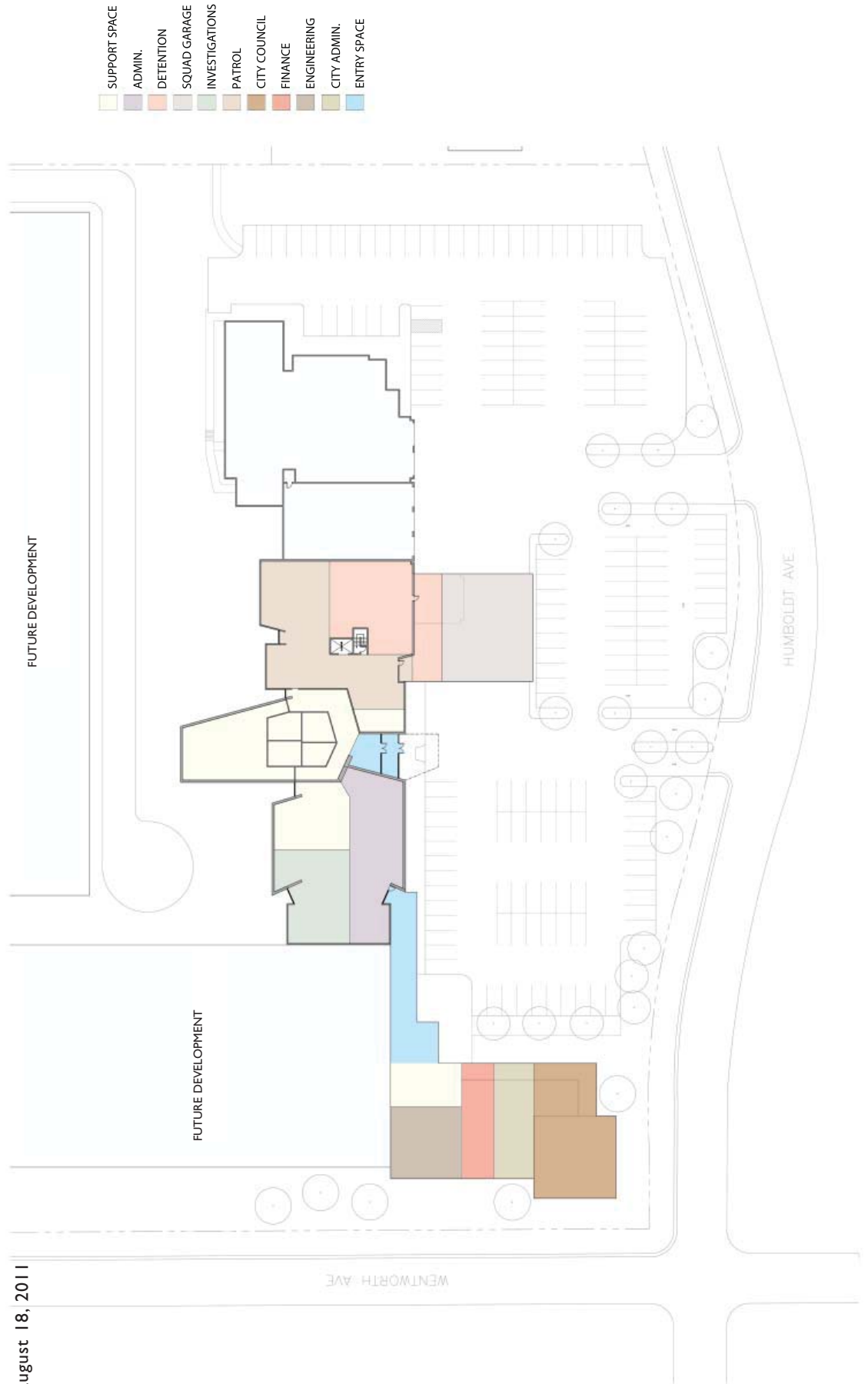






Tab 8





Tab 9



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Landscape Architecture
Engineering

August 18, 2011

City of West St Paul Facility Needs Assessment

Preliminary Cost Analysis for Proposed Addition and Remodeling

A. Hard Cost:

1. Remodeling of roughly 15,000 SF of existing building area = \$1,555,000
2. New 2 story city hall building 17,500 GSF plus squad garage = \$3,550,000
3. New 2 stop elevator cut into an existing building = \$90,000
4. Existing window replacement = \$38,000
5. Remove and replace existing roofing and flashing = \$215,000
6. Remove and replace and reconstruction of parking lot = \$150,000
7. General excavation and site work = \$80,000
8. Design & Construction contingency at 8% = \$454,000

Total Construction = \$6,132,000

B. Soft Cost:

1. Architectural & Engineering Fees
2. Survey
3. CM / Project Management Fees
4. FF&E (Furniture, Fixtures and equipment as needed)
5. SAC / WAC (sewer and water connection fees)
6. Bond costs
7. Plan review fee
8. Testing (geo technical, construction)
9. Bid document printing
10. Commissioning (this deals with a separate mechanical firm providing review during design and then testing after installation and after a full season of use to verify system performance)
11. Security system
12. Data / Telecom wiring
13. Council A/V System

Total Soft Cost = \$1,244,000

Total Project Cost = \$7,376,000

While there are still many design and planning issues to be determined we would estimate that the range of cost for this project based on the information and direction of this study to be between \$6,900,000 to \$7,500,000.

This estimate includes the facility maintenance and upgrades as stated.

This estimate assumes construction to start in spring of 2012 with the project bidding sometime in early spring of 2012. If the schedule for this would occur later than that we would recommend that the estimate be increase by 4.5% each year based on anticipated changes in the construction industry.



Architecture
Interior Design
Landscape Architecture
Engineering

August 18, 2011

City of West St Paul Facility Needs Assessment

Preliminary Cost Analysis for Maintenance Items & Needed Upgrades

A. Hard Cost:

1. Installation of acoustical separation walls between offices
2. Existing window and exterior door replacement
3. Replace and rework existing mechanical roof top units, upgrade controls and system cleaning
4. Installation of new additional exterior windows
5. Increased exterior wall insulation
6. Parking lot improvements
7. Remove and replace existing roofing and flashing, provide increased roof insulation
8. Council A/V and Lighting System Upgrades
9. Design & Construction contingency at 10%

Total Construction = \$1,748,000

B. Soft Cost:

1. Architectural & Engineering Fees
2. Bond costs (It is estimated that these would not be applicable for this work)
3. Plan review fee
4. Bid document printing
5. Mechanical Systems Commissioning (this deals with a separate mechanical firm providing review during design and then testing after installation and after a full season of use to verify system performance)

Total Soft Cost = \$220,000

Total Project Cost = \$1,968,000

While there are still many issues to be determined we would estimate that the range of cost for this work to be in the range of \$1,800,000 to \$2,200,000

The cost shown in this analysis does not include ADA or code associated upgrades. These requirements typically only are required by code officials when a larger ratio of interior remodeling occurs.

This estimate assumes construction to start in spring of 2012 with the project bidding sometime in early spring of 2012. If the schedule for this would occur later than that we would recommend that the estimate be increase by 4.5% each year based on anticipated changes in the construction industry.

Appendix I

Acknowledgements

BKV Group would like to thank and acknowledge the time commitment and important contributions made by the City's Planning Committee which included:

Matt Saam - City Engineer / Public Works/ Parks Director

Sandy Christensen - Finance Director

Chief Bud Shaver – Chief of Police

Councilman Jim Englin

Councilman Dave Wright

Councilman Ed Iago

We would also like to thank the City and Police Department staff for their assistance and time involved in helping us to better understand the City, the facility and your roles within the City.